085 TOCNS

ISSN 0160-8029

LC 30.7/2:31 COMPLETED 80

LIBRARY OF CONGRESS/WASHINGTON

MAR 04 1986

CATALOGING SERVICE BULLETIN

LCS 367

PROCESSING SERVICES

Number 31, Winter 1986
Editor: Robert M. Hiatt

CONTENTS

	Page
DESCRIPTIVE CATALOGING	
Library of Congress Rule Interpretations	2
Series	35
Language Codes	55
Relator Terms for Archival Moving Image Cataloging	71
Romanization Tables	75
Linked Systems Project Update	75
SUBJECT CATALOGING	
Subject Headings of Current Interest	76
PUBLICATIONS	
Subject Authority Products	77
Revised Edition of Subject Cataloging Manual: Subject Headings	78
Index to Cataloging Service Bulletin	78
CONSER Microfiche Supplement for 1984	78
New Network Planning Paper	79
MARC Distribution Service--Visual Materials	80

Editorial address: Office of the Director for Cataloging, Processing Services, Library of Congress, Washington, D.C. 20540
Subscription address: Subscriber Accounts, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541

Library of Congress Catalog Card Number 78-51400
ISSN 0160-8029 *Key title:* Cataloging service bulletin

BEST COPY AVAILABLE

DESCRIPTIVE CATALOGING

LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)

Cumulative index of LCRI in issues of Cataloging Service Bulletin

Rule	Number	Page
0.25	25	16
1.0	23	8
1.0A	11	3
1.0C	24	8
1.0D	13	3
1.0E	27	9
1.0G	16	7
1.0H	25	16
1.1A1	25	17
1.1A2	11	5
1.1B	22	12
1.1B1	27	17
1.1B3	15	2
1.1B8	11	6
1.1B10	18	9
1.1C	11	6
1.1D1	11	7
1.1D2	25	20
1.1D4	11	7
1.1E	17	6
1.1E5	25	17
1.1F	12	5
1.1F1	13	4
1.1F4	14	6
1.1F6	17	6
1.1F7	13	6
1.1F11	25	6
1.1F15	17	6
1.1G1	11	7
1.1G2	25	18
1.2A1	25	20
1.2B1	29	9
1.2B4	29	9
1.2B5	25	20
1.2C3	25	20
1.2C4	25	20
1.2C5	25	21
1.2D2	25	21
1.2E2	25	22
1.2E3	25	22
1.3	25	22
1.4A1	25	22
1.4B	14	7
1.4B3	25	23
1.4B5	25	23
1.4B6	11, 12	8, 8
1.4C	12	10
1.4C1	25	23
1.4C3	23	8
1.4C5	25	23
1.4C6	15	2
1.4C7	15	3
1.4D	16	7
1.4D1	25	24
1.4D2	25	25
1.4D3	11	8

BEST COPY AVAILABLE

1.4D5	25	25
1.4D4	13	10
1.4D6	13	11
1.4E	12	11
1.4E1	11	9
1.4F1	13	11
1.4F2	13	11
1.4F5	25	30
1.4F6	25	30
1.4F7	25	32
1.4F8	28	12
1.4G	14	9
1.4G4	12	11
1.5	17	7
1.5B1	25	33
1.5E1	29	10
1.6	31	9
1.6A1	25	37
1.6A2	27	17
1.6B	23	12
1.6B2	13	11
1.6C	31	20
1.6E1	22	16
1.6G	31	20
1.6H	14	11
1.6H4	11	11
1.6J	13	11
1.7	11	12
1.7A1	24	11
1.7A3	22	16
1.7A4	22	16
1.7B2	30	9
1.7B4	22	18
1.7B6	14	14
1.7B12	22	20
1.7B16	12	15
1.7B20	12	15
1.7B21	22	20
1.7B22	18	20
1.8B	16	9
1.8D	16	22
1.10	11	12
1.11C	17	13
1.11F	18	20
2.0B1	11	12
2.1B2	18	21
2.1F2	18	21
2.2	13	12
2.2B4	25	40
2.5B8	25	40
2.5B9	20	8
2.5B17	17	14
2.5B19	17	14
2.5C1	15	6
2.5C2	15	6
2.5C6	15	6
2.7B	17	14
2.7B1	12	17
2.7B4	27	18
2.7B5	11	13
2.7B7	21	14
2.7B12	18	23
2.7B13	22	20
2.7B14	18	23
2.7B17	24	11
2.7B18	25	40

BEST COPY AVAILABLE

2.12-2.18	16	33
3.2B4	25	44
3.3D	25	44
3.3D2	25	44
3.5B1	25	45
3.7B12	18	24
5.0B2	25	45
5.1B1	26	10
5.1D1	25	45
5.2B1	30	10
5.2B4	25	46
5.3	25	46
5.5B3	14	16
5.7B19	14	17
6.1B1	18	26
6.1F1	11	15
6.2B4	25	47
6.4F1	25	47
6.1G1	11	15
6.5B2	13	14
6.7B6	13	14
6.7B10	13	14
6.7B16	13	15
6.7B19	14	17
6.8	13	15
7.1B1	13	15
7.1F1	13	15
7.2B4	25	47
7.4C	13	16
7.4F2	15	6
7.7B4	13	16
7.7B6	22	21
7.7B7	19	6
7.7B9	13	16
7.7B16	13	15
7.8	13	15
8.2B4	25	48
8.1F1	13	15
8.4C	13	16
8.4F2	19	6
8.5B1	25	48
8.5B2	13	17
8.7B4	13	16
8.7B6	13	16
8.7B7	19	6
8.7B8	18	27
8.7B9	13	16
8.7B12	18	27
8.7B16	13	15
8.7B18	13	17
8.7B22	18	27
8.8	13	15
9.2B5	25	49
9.4D1	25	48
9.4E1	25	48
9.4F1	25	48
9.5B1	25	48
9.6B1	25	50
9.7B4	25	50
9.7B20	25	50
10.2B4	25	50
Chapter 11	14	56
11.0B1	18	27
11.2B4	25	50
11.7B	18	27
11.7B12	18	28

BEST COPY AVAILABLE

11.7B22	18	28
12.0	13	17
12.0A	29	12
12.0B1	27	18
12.0D	11	16
12.1B1	15	7
12.1B2	31	25
12.1B3	20	10
12.1B6	28	12
12.1E1	11	16
12.1F1	11	17
12.1F3	23	19
12.3B1	23	19
12.3C1	23	20
12.3C4	23	20
12.3E	23	20
12.3G	26	12
12.7B	27	19
12.7B1	21	16
12.7B5	26	12
12.7B7a	26	12
12.7B7b	28	13
12.7B7k	29	14
12.7B9	15	7
12.7B12	18	29
12.7B17	21	16
12.7B22	18	29
13.2	21	16
13.5B	11	17
13.6	11	17
21.0B	12	21
21.0D	18	29
21.1A1	25	51
21.1A2	15	8
21.1B1	22	21
21.1B2	25	51
21.1B3	14	22
21.1B4	15	9
21.1C	18	34
21.2A	25	55
21.3B	25	57
21.4B	18	36
21.7B	28	13
21.7C	28	15
21.11B	23	21
21.17B	28	16
21.23A	25	57
21.23B	25	57
21.23C	25	58
21.23D	25	61
21.28B	24	12
21.29	12, 13	24, 24
21.29D	13	25
21.30	13	24
21.30E	13	26
21.30F	14	23
21.30G	28	16
21.30H	28	17
21.30J	27	20
21.30L	22	23
21.30M	20	12
21.31B	31	26
21.31C	31	26
21.36C8	22	26
21.38	14	26
21.39	23	31

BEST COPY AVAILABLE

22.1	18	49
22.1A	25	62
22.1B	26	13
22.2	18	52
22.2A	14	30
22.2C	29	15
22.3A	18	52
22.3B1	11	22
22.3C	31	26
22.3D	26	16
22.5A	25	63
22.5C2	22	29
22.5C4	11	24
22.5C8	11	24
22.5D	23	31
22.5D1	31	28
22.5F	25	64
22.6	11	24
22.8	13	29
22.8A	15	17
22.8B	11	25
22.8D	25	64
22.10	25	65
22.11D	11	25
22.12	11	25
22.12ff	11	25
22.12B	18	55
22.13B	11	25
22.14	11	26
22.15A	22	30
22.15B	18	55
22.16A	23	33
22.17A1	25	65
22.17A2	25	66
22.17A4	31	28
22.17A6	25	66
22.17C	25	66
22.17D	11	27
22.18	31	28
22.18-22.20	31	29
22.22	15	18
22.26C2	18	59
22.26C3	28	18
22.27A	18	60
22.27B	18	60
22.27C	18	60
22.27D	18	60
23.2A	30	10
23.4B	29	16
23.4D1	29	17
23.4D3	25	67
23.4F	14	43
23.4G	13	33
23.4H	18	65
23.4J	14	43
24.1	30	14
24.1A	11	34
24.2	13	34
24.2B	21	28
24.2C	13	34
24.2D	18	68
24.3A	26	17
24.3E	17	19
24.3G	21	28
24.4B	18	68
23.4C	18	70

BEST COPY AVAILABLE

24.4C6	15		24
24.4C8	16		43
24.4C9	11		37
24.5A	11		37
24.5C1	18		75
24.6	29		18
24.7B	21		29
24.9	27		30
24.10B	11		39
24.12	11		39
24.13	16		45
24.13, type 2	20		121
24.13, type 3	25		67
24.13, type 4	15		26
24.13, type 5	31		31
24.14	18		76
24.15A	15		28
24.15B	16		46
24.17	28		18
24.18	17		22
24.18, type 2	20		22
24.18, type 3	25		68
24.18, type 4	14		48
24.18, type 5	28		19
24.18, type 10	18		76
24.19	18		76
24.20B	13		42
24.20E	11		44
24.21B	18		78
24.21C	16		48
24.21D	16		48
24.23	17		25
24.24A	24		21
24.26	11		44
24.27C	13		43
24.27C3	13		43
25.1	22		33
25.2	24		23
25.2A	27		31
25.3A	13		44
25.3A/25.4A	11		45
25.3B	13	(2)	44
25.4A	11		45
25.5B	25		70
25.5D	30		20
25.5E	11		49
25.6A	11		49
25.6A2	13		44
25.7	11		50
25.8	22		34
25.8–25.11	16		49
25.9	22		35
25.10	30		20
25.13	28		19
25.14	14		54
25.15A1	28		20
25.15A2	11		52
25.18A	23		45
25.19	11		52
25.23A	11		52
25.27B	14		52
25.29A3	25		77
25.29D	20		33
25.29D4	25		77
25.29E	18		80
25.29G	11		53

BEST COPY AVAILABLE

25.30	14	55
25.31A1	11	53
25.32	13	48
25.32A1	26	17
25.32B1	18	80
25.35	13	48
25.35-25.36	13	48
25.36	20	34
25.36B	14	56
25.36C	20	35
26	22	37
26.0	21	35
26.2	27	32
26.2B2	15	30
26.2B4	15	30
26.2C	28	20
26.2D	30	22
26.2D2	30	22
26.3	27	35
26.3A3	27	38
26.3A4	12	38
26.3A6	21	45
26.3A7	27	39
26.3B-C	27	41
26.4A	12	48
26.4C2	12	48
26.5	12	48

APPENDICES

A.2A	16	50
A.4A	31	
A.7A	18	85
A.15A	21	58
A.20	24	23
A.31	17	28
A.34	17	28
A.45A	25	78
A.45B	25	78
A.53	26	18
A.54	26	19
B.4	13	72
B.9	25	78
B.14	13	72
B.15	25	78
C.0	18	87
C.4C	20	35
C.6	13	72
D, "Close Score"	25	79
D, "Collection"	14	6
D, "Colophon"	13	72
D, "Condensed score"	25	79
D, "Musical presentation" statement	25	79
D, "Personal author"	25	80
D, "Preliminaries"	16	51
D, "Running title"	18	88
D, "Uniform title"	18	88

BEST COPY AVAILABLE

1.1F12. Cancel; covered by 1.1F12 in the printed text of AACR 2.

1.6. Series Area. [Rev.]

Table of Contents

General

1) Source of information as the basis for accepting or rejecting as a series

a) Embedded in text
(1) Preliminaries
(2) Prefatory matter or text proper
b) Jacket
c) Bibliography
d) On label or stamped on the item
e) Publisher's listing
f) Lecture series
g) Cataloging data printed in the book
h) CIP data sheet at the sheet/galley stage
i) Selected issues of a periodical published also in hardcover editions

2) Phrases not considered series

a) General
b) Letters or numbers not associated with a series title

3) One series or several series

a) Editions
b) Subsequent addition or omission of numbering
(1) Single series
(2) Multiple series
c) Subseries entered indirectly
(1) Discontinuance/absence of main series
(2) Title change

4) Multipart items

Series Statements and Series Tracings

1) General
2) Title consisting solely of a corporate body's name
3) Single series statement encompassing several series
a) As a single series statement
b) As a quoted note
4) Single letter or group of letters forming part of the series title proper

---

Source of Information

1) Basis for accepting or rejecting as a series (for reprints see LCRI 2.7B7 and LCRI 21.30L)

a) Information embedded in text

(1) Preliminaries. Generally, accept information embedded within text in the preliminaries as a source for the series. In such cases, however, select the series title proper carefully,

BEST COPY AVAILABLE

insuring that extraneous words that the publisher did not intend to be part of the title proper are excluded.

t.p.: This Real property practice manual is the fourth of the Wake Forest School of Law North // Carolina Practice Manual Series, which will be forthcoming in the major practice areas. This is, // and subsequent practice manual series publications will be, designed to provide quality legal // ...

statement: (Wake Forest School of Law North Carolina practice manual series ; 4th)

p. preceding t.p.: Concrete city // is the fourteenth volume // in the Essential poets series // published by Guernica Editions

statement: (Essential poets ; 14th v.)

verso t.p.: This book is #9 in the DAMASCUS ROAD continuing series // of modern writing and is published at 6271 Hill Drive, // Wescosville, Route #2, Pennsylvania. Copyright © 1982 // Charles Shahoud Hanna: Editor/Publisher

statement: (Damascus road ; #9)

t.p.: Volume XIII in the Series ADVANCES IN DISCOURSE PROCESSES

statement: (Advances in discourse processes ; v. 13)

ser. t.p.: This book is
No. 6 in Series II: Modern Scholarly Studies
about the Jesuits
in English Translations

statement: (Series II—Modern scholarly studies about the Jesuits in English translations ; no. 6)

(2) Prefatory matter or text proper. Generally, do not accept information embedded within prefatory matter or the text proper as a source for series. Instead transcribe the information as a quoted note. Follow the quotation by an indication of its source. Exception: titles already considered to constitute a series and classified as a collection in LC. If such information was previously considered to constitute a series and that series is classified as a collection in LC, continue to transcribe the information as a series statement, without brackets. In addition, record in a general note the source of the series statement.

Series statement from p. xxvii.

(a) No full bibliographic records in LC. Prepare a series authority record, identifying the title as a "series-like phrase." (If in later items the information appears in one of the sources appropriate to a bona fide series statement, change the authority record accordingly and add an appropriate note regarding the earlier source of information. Do not add series statements and tracings to the existing bibliographic records.)

BEST COPY AVAILABLE

(b) Full bibliographic records in LC. If no series authority record exists, prepare one for a "series-like phrase." If the information was considered a series previous to AACR 2, add an appropriate note to the authority record. Do not delete existing series statements and tracings.

If a series authority record already exists, make the appropriate change indicating that the information is to be transcribed as a quoted note as of the date the change is being made. Do not delete the series statements and tracings on existing bibliographic records. Exception: titles already considered to constitute a series and classified as a collection in LC, continue to transcribe the information as a series, without brackets. In addition, record in a general note the source of the series statement.

b) Series statement appears only on the jacket. If the series has been established or reestablished, i.e., a series authority record exists in the name authority file, proceed under the general guidelines for already established series. Transcribe the series statement in brackets (cf. 1.6A2). In addition, record in a note the source of the series statement. Apply the tracing practice stated in the authority record.

If the series has not yet been established (it is new to the Library) or has not yet been reestablished (it appears as a series on bibliographic records for analytics but there is no series authority record for it in the name authority file), reject the jacket as the source for a series. Do not transcribe the statement in a series statement; do not prepare a series authority record for it. Instead, give the statement as a note (e.g., "Models in aggressive journalism, 5"—Jacket.). Judge whether an access point is appropriate based on the same criteria used for series (cf. LCRI 21.30L); if judged appropriate, use a title added entry (Title: Models in aggressive journalism.) instead of a series added entry. Take no action with respect to existing bibliographic records until such time as the series appears on the item itself.

c) Series statement appears only in a bibliography. Proceed in the same manner as stated above for series appearing only on jackets. Do not undertake a special search of bibliographies for the sole purpose of discovering such series statements.

d) Series statement appears on a label or is stamped on the item. Treat a series appearing on a label or that is stamped on the item in the same manner as if it were stated by printing. In addition, on the bibliographic record state in a note the fact that the series appears only on a label or is stamped on the item.

Series statement from label on t.p.
Series statement stamped on cover.

e) Publisher's listing. Accept a publisher's listing as the source of series information only if the listing is the sole source of series information in the item. In all other cases apply 1.6B2, considering the publisher's listing as the last of the choices.

f) Lecture series. The fact that a named lecture series bears an indication that it has been held more than once is not a sufficient reason to treat the name as a title that can be recorded in a series statement. Instead, treat the name as a series only

(1) if it appears on the item as a series title, i.e., it is not extracted from another context (e.g., other title information, prefatory matter) and

BEST COPY AVAILABLE

(2) if it has (or is likely to have) data that remain constant from issue to issue (e.g., the same form of name and numbering, the same issuing body).

In case of doubt, do not treat the name as a series.

If rejected as a series, give the name and associated data that appear with the name in a note if it has not already been recorded in the body of the entry. In either case, make a "Title:" added entry for the name (without number or date). In addition, create a series authority record for the name according to the instructions for series-like phrases. Add a note to the record: Give as a quoted note if not already recorded in the body of the entry.

title ... area: From morality to religion : being the Gifford lecture delivered at the University of St. Andrews, 1938 / ...

added entry: Title: Gifford lecture.

authority record: Gifford lecture.
("c" in 008/12)

note area: "Stephanos Nirmalendu Ghose lectures on comparative religion, 1972-73"—3rd prelim. p.

added entry: Title: Stephanos Nirmalendu Ghose lectures on comparative religion.

authority record: Stephanos Nirmalendu Ghose lectures on comparative religion.
("c" in 008/12)

If a named lecture has already been treated as a series under AACR 2, reevaluate the original decision. Continue to treat the statement as a series if the statement actually appears on an item as a series title.

If, however, there is no evidence the statement ever appeared on the item as a series title, convert the series to a series-like phrase.

If the named lecture shows a variant form of an established series, treat it as a variant only when the variant statement appears on the item as a series title.

If the variant statement does not appear as a series, treat the statement as a series-like phrase; ignore the established series.

If the named lecture is a variant of an established series-like phrase, treat the form on the item being cataloged as a separate series-like phrase.

g) Series statement appears only in cataloging data printed in book. Generally ignore a series statement that is found only in the cataloging data, foreign or domestic, printed in a book. Exception: if the series is classified as a collection in LC, transcribe the series, without brackets. In addition record in a note the source of the series statement:

Series statement from cataloging data on p. 2 of cover.

h) Series statement appears only on CIP data sheet at galley stage.

(1) Series is new to the Library. Clarify the data with the publisher. If revised copy is received (e.g., a revision of the mock-up title page, preliminaries, etc., is supplied by the publisher),

BEST COPY AVAILABLE

establish the series under regular procedures. If no revised copy is received, establish the series, provisionally using either the form given by a telephone call from the publisher (first preference), or the form shown on the data sheet (when the publisher could not be contacted). Transcribe the series statement without brackets.

(2) Series is already in the Library (i.e., a series authority record exists, or there are analytics already in the data base). Transcribe the series statement, without brackets, as given on the CIP data sheet. If the title as given on the CIP data sheet is considered to be a variant form rather than a title change, add reference(s) according to general principles. If a title change is involved, add references or notes accordingly. If no series authority record exists, establish the series on the basis of a record already in the data base rather than on the basis of information on the CIP data sheet.

i) Selected issues of a periodical published also in hardcover editions. Several publishers (e.g., Haworth Press, Pergamon Press) publish hardcover editions of selected issues of their (softcover) periodicals.

Do not consider such a hardcover edition to constitute an integral part of the periodical, i.e., do not consider it an analyzable issue of the periodical. Instead, when preparing the bibliographic record for the hardcover edition, add the pertinent information as a note, not as a series statement. Do not make an added entry for the periodical; do not prepare a series authority record.

2) Phrases that are not considered series titles

a) General. Distinguish between phrases that are true series and those that are not, with the latter sometimes ignored altogether and sometimes given as a quoted note. Base the distinction and the consequent action primarily on judgment. If there is no clear judgment that can be made, however, apply the following guidelines:

(1) If the phrase is essentially a statement (or a restatement) of the name of the body from which the item emanated, reject it as a series. Give the phrase as a note if the name of the emanating body is not given in the publication, etc., area. (Ignore the phrase if the name of the emanating body is given in the publication, etc., area.)

in source: An American Astronautical Society Publication
publication, etc., area: San Diego, Calif. : Published for the American Astronautical Society for Univelt, c1980.
(Reject the phrase as a series; do not give it as a quoted note.)

in source: An Evangelical Theological Society Publication
publication, etc., area: Grand Rapids : Zondervan, c1980.
(Reject the phrase as a series; give it as a quoted note)
note: "An Evangelical Theological Society publication."

(2) If the phrase includes a sub-imprint name or the name of a subsidiary, a division, etc., of a publishing firm and is presumed to appear on all items from this arm of the firm, reject it as

BEST COPY AVAILABLE

a series, but quote it as a note if the name is not given in the publication, etc., area.

in source: A Spectrum Book
publication, etc., area: Englewood Cliffs, N.J. : Prentice-Hall, c1980.
note: "A Spectrum book."

(3) If the phrase includes the name of an in-house editor or the name or designation of some other official of the firm, etc., reject it as a series, but quote it as a note.

"A Helen and Curt Wolff book."

In cases (1) - (3) above, make a series-like phrase authority record.

If a series-like phrase authority record has been made, generally accept the decision already made unless either additional evidence comes to light that changes the picture or the first decision was clearly in error.

b) Letters or numbers not associated with a series title. Do not treat as a series statement a number that cannot be associated with a series title. Give the information as a quoted note instead. (Ignore the number altogether on a bibliographic record for a serial.)

Do not treat as a series statement a combination of letters and numbers (or letters alone) that cannot be associated with a series title if there is evidence that the combination is assigned either to every item the entity issues for internal control purposes or to certain groups of items for internal control or identification. Give such a combination as a quoted note. (Ignore the combination altogether on a bibliographic record for a serial.) In any case of doubt, reject the combination as a series statement.

"DOE/EIA-0031/2."
"UC-13."
"CRN 780206-00050."
"SP-MN."

If the combination is rejected as a series, prepare a series authority record only if it may be reasonably construed to be a series title.

in source: DOE/EIA-0031/2
authority record: DOE/EIA.
note on bibliographic record: "DOE/EIA-0031/2."
note on series-like phrase authority record: Give as quoted note, including the number, if present, e.g., "DOE/EIA-0031//2."

3) One series or several series

a) Editions. Distinguish between series that are issued in two or more parallel editions, i.e., complete editions in each language (for which separate records and the use of uniform titles (cf. 25.3C)

BEST COPY AVAILABLE

are appropriate[1]) and those that are issued variously in two or more languages, but for which no separate editions of the series exists in any language.

If no separate editions exist, establish a single heading if the series is numbered, basing it on the first item in the series, or if the first item is not in LC's collections, base it, provisionally, on the earliest item available. If the first item in the series (or the earliest available in lieu of the first) itself is issued in several languages, choose the language of the title proper of the series according to the provisions of 1.0H. In case of doubt proceed as if a single manifestation exists. If the series is unnumbered and the language of the title of the series varies, establish separate headings for each language form and connect the headings by simple see aslo references.

b) Subsequent addition or omission of numbering

(1) Single series. Consider that a single series exists if

(a) the series is issued simultaneously in both numbered and unnumbered issues;

(b) a series first issued as unnumbered is later assigned numbering retrospectively and the numbering system takes into account previous unnumbered issues (e.g., the first ten issues were published unnumbered; numbering starts with "volume 11").

(2) Multiple series. Consider that multiple series exist if

(a) an unnumbered series becomes numbered and the numbering system excludes previous issues;

(b) a numbered series becomes unnumbered.

In case of doubt consider the series "numbered/unnumbered," i.e., consider that the series is issued simultaneously in numbered and unnumbered issues, and if necessary make appropriate adjustments when information negating it is received.

c) Subseries entered indirectly

(1) Discontinuance/absence of main series. Generally, if a subseries is entered indirectly, i.e., under a main series, and that main series is discontinued or otherwise disappears, consider the discontinuance of the main series to constitute a title change. (This practice allows for all series to be handled in the same manner, whether they be numbered or unnumbered, or, more importantly, classified separately or as a collection either in their own right or with the main or second series.) Exception: If, however, the presence or absence of the main series fluctuates, enter the subseries directly, and consider the presence of the main series to constitute a variation in title.

---

[1] When an occasional item in a series that is issued in two or more editions is issued in a single "combined" edition only (often dos-à-dos) comprising two or more languages, consider it to constitute a part of the edition considered the "original" for the purpose of assigning a uniform title of the series. Exception: If the "original" edition is classified separately, the "secondary" as a collected set, consider the item a part of the series classified as a collection, and trace the series accordingly.

BEST COPY AVAILABLE

(2) Title change. If there is no change in the heading for the main series, but a change occurs in the title of the subseries that is entered indirectly, apply the criteria of 21.2 to the whole title proper (main series and subseries).

4) Multipart items

AACR 2 defines a multipart item as "a monograph complete, or intended to be complete, in a finite number of separate parts." This definition is not to mean that the number of volumes to be issued has been necessarily predetermined and that this information must be available from the item being cataloged. It means instead that the subject matter of the item is by its very nature either limited in scope or there are restrictions as to the time, activity., etc., that make a limitless continuation of the issuance of the series unlikely. (Do not apply the theory that one could write on any subject ad infinitum.) A multipart item may be numbered or unnumbered.

In some respects monographic series (serials) and multipart items (monographs) are treated the same; in others, differently. With respect to transcribing series statements and providing tracings, they are treated the same; the terms "series statement" and "series tracing" are equally applicable to both. With respect to changes in title or changes in responsibility (whether person or body) that affect the main entry heading, however, they are treated differently. If a numbered multipart item undergoes a change in title or change in responsibility, rules 21.2B2 and 21.3A2 apply respectively; if a monographic series undergoes such a change, rule 21.2C or 21.3B applies. For this reason it is necessary to differentiate between a monographic series and a multipart item.

Similarly, because other institutions also contribute cataloging records to the LC catalog, closer scrutiny is needed in deciding whether the item being cataloged constitutes a part of a multipart item or that of a serial in order to avoid creating multiple records, i.e., a record for the same item as a whole both in a monograph file and also in the serials file. When making this decision, consider the following:

Take into consideration the subject matter covered by both the collective title and the title of the part being cataloged. For example, if the title of the part within the collective title "Republics of the Soviet Union" is "Lithuania," one can predict with a considerable degree of certainty that the part being cataloged is that of a multipart item. On the other hand, if the title of the part is "Medieval Tallinn," the part being cataloged is much more likely to be that of a serial (series). If the collective title is "All about your house," the individual items entitled "Your kitchen" and "Stretching living space" are no doubt parts of a multipart item and not that of a serial (series). The following types of publications are generally considered to be multipart items:

publications (issued on the occasion) of a specific event (although they often do not contain material concerning the event itself);

publications of specific censuses, expeditions, excavations, projects, surveys, etc.

When still in doubt ("I don't know and I cannot guess"), consider the item to constitute a serial (series).

The following are examples of titles of multipart items:

CSIS publication series on the Soviet Union in the 1980s Diamond jubilee publication
Encyclopaedia of cooking fresh vegetables

BEST COPY AVAILABLE

Ethnic American voluntary organizations
[title of analytic: Irish American voluntary organizations]
Foreign policy program of the 20th session of the KPSS in action
Statewide food consumption survey, 1977-1979. Report

Series Statements and Series Tracings

1) General

Although a series statement may include a parallel title (1.6C), other title information (1.6D), or a statement of responsibility (1.6E), the heading for the series will contain only a title proper or a uniform title heading or a name heading/title proper or a name heading/ uniform title.

series statement: (English linguistics, 1500-1800 : a collection of facsimile reprints ; no. 16)
series authority record: English linguistics, 1500-1800.
series tracing: Series: English linguistics, 1500-1800 ; no. 16.

series statement: (Sport : bulletin of the Physical Education and Sports Department of the International Union of Students ; v. 10)
series authority record: Sport (Budapest, Hungary)
series tracing: Series: Sport (Budapest, Hungary) ; v. 10

series statement: (Monograph / University Extension, UCLA, Department of Continuing Education in Health Sciences, UCLA School of Medicine and UCLA School of Public Health)
series authority record: Monograph (University of California, Los Angeles. Dept. of Continuing Education in Health Sciences)
series tracing: Series: Monograph (University of California, Los Angeles. Dept. of Continuing Education in Health Sciences)

series statement: (Papers and documents of the I.C.I. Series C, Bibliographies ; no. 3 = Travaux et documents de l'I.C.I. Série C, Bibliographies ; no 3)
series authority record: Papers and documents of the I.C.I. Series C, Bibliographies.
series tracing: Series: Papers and documents of the I.C.I. Series C, Bibliographies ; no. 3.

series statement: (Occasional symposium / British Grassland Society ; no. 8)
series authority record: Occasional symposium. [no conflict]
series tracing: Series: Occasional symposium ; no. 8.

series statement: (Gesammelte Werke / Edgar Allan Poe ; 1. Bd.),
series authority record: Poe, Edgar Allan, 1809-1849. Works. German. 1922. Rösl.
series tracing: Series: Poe, Edgar Allan, 1809-1849. Works. German. 1922. Rösl ; 1. Bd.

BEST COPY AVAILABLE

2) Series Titles Consisting Solely of a Corporate Body Name

Treat a statement consisting solely of the name of a corporate body and a number as a series statement. Give the corporate name as the title proper. If the series is entered under title, assign a uniform title that consists of the title qualified by the term "(Series)" even if there is no conflict. (Apply these provisions even if the corporate body appears with the number solely as initials.)

in source: Centre de recherches d'histoire ancienne // volume 36
series statement: (Centre de recherches d'histoire ancienne ; v. 36)
series authority record: Centre de recherches d'histoire ancienne (Series)
series tracing: Series: Centre de recherches d'histoire ancienne (Series) ; v. 36.

in source: Istituto internazionale Luigi Cherubini. Seconda serie
series statement: (Istituto internazionale Luigi Cherubini. Seconda serie)
series authority record: Istituto internazionale Luigi Cherubini (Series). Seconda serie.
series tracing: Series: Istituto internazionale Luigi Cherubini (Series). Seconda serie.

in source: HAZ 6
series statement: (HAZ ; 6)
series authority record: HAZ (Series)
series tracing: HAZ (Series) ; 6.

However, if such a corporate body is a commercial publisher, either give the statement as a quoted note if the corporate body is not recorded in the publication, etc., area, or give the number alone if the corporate body is recorded in the publication, etc., area.

3) Single series statement encompassing several series

Depending on the complexity of presentation in the item and grammatical integration of wording of series information encompassing several series, transcribe the information in one of the ways stated below.

a) As a single series statement. If information is presented with no or minimal extraneous wording, transcribe it as a single series statement. If the series are traced, trace each explicitly.

in source: Publicación núm. 3 del Centro de Estudios Bilbilitanos y núm. 750 de la Institución "Fernando el Católico"
series statement: (Publicación núm. 3 del Centro de Estudios Bilbilitanos y núm. 750 de la Institución "Fernando el Católico")
series tracings: Series: Publicación ... del Centro de Estudios Bilbilitanos ; núm. 3.
Series: Publicación ... de la Institución "Fernando el Católico" ; núm. 750.

BEST COPY AVAILABLE

in source: Zeszyty naukowe Uniwersytetu Jagiellońskiego // DLII // Prace geograficzne, zeszyt 48 // Prac Instytutu Geograficznego UJ, zeszyt 70
statement: (Zeszyty naukowe Uniwersytetu Jagiellońskiego ; 552. Prace geograficzne, zesz. 48 Prac Instytutu Geograficznego UJ, zesz. 70)
tracings: Series: Zeszyty naukowe Uniwersytetu Jagiellońskiego ; 552.
Series: Zeszyty naukowe Uniwersytetu Jagiellońskiego. Prace Instytutu Geograficznego UJ ; zesz. 70.
Series: Zeszyty naukowe Uniwersytetu Jagiellońskiego. Prace Instytutu Geograficznego UJ. Prace geograficzne ; zesz. 48.

b) As a quoted note. If the information includes extraneous wording grammatically linked or not readily omitted, transcribe it as a quoted note instead. If the series are traced, trace each explicitly.

note: "Ce volume fait également partie de la collection des Publications de la Société savante d'Alsace et des régions de l'Est, Grandes publications tome XXIII, et de la collection des Cahiers de l'Association interuniversitaire de l'Est dont il constitue le no 21."

tracings: Series: Collection "Grandes publications" ; t. 23.
Series: Cahiers de l'Association interuniversitaire de l'Est ; no 21.

4) Single letter or group of letters forming part of series title proper

When a letter or a group of letters is presented in the item in combination with its numbering, it is necessary to determine whether the letter or letters constitutes a part of the title proper or part of the numbering system.

Consider the letter or letters to constitute part of the title proper if, were the letter or letters omitted from the title proper and considered as part of numbering, the resulting title would be identical with other series titles emanating from the same corporate body.

source 1: Report-HTKK-TKO-A41
source 2: Report-HTKK-TKO-B41
statement 1: (Report-HTKK-TKO-A ; 41)
statement 2: (Report-HTKK-TKO-B ; 41)

source 1: Monistettuja tutkimuksia A 2
source 2: Monistettuja tutkimuksia B 2
statement 1: (Monistettuja tutkimuksia. A ; 2)
statement 2: (Monistettuja tutkimuksia. B ; 2)

If unknown or in doubt, treat the letter or letters as part of numbering system and apply the provisions of LCRI 1.6G.

BEST COPY AVAILABLE

1.6C. Parallel titles of series. [New]. If a series title appears in two or more languages, choose as the title proper for the series statement the title that matches the language (or the clearly predominant language) of the particular item being cataloged. If this criterion cannot be applied, choose the first title. Record the other titles according to the provisions for a second-level description in rule 1.1D2. (Apply this without regard to where the item is issued.)

1.6G. Numbering within series. [Rev.]

Table of Contents

1) General

2) Variations in the form of numbering

3) More than one system of numbering

4) Numbering included in the title proper or occurs at the beginning of the title proper

5) Numbering grammatically integrated

6) Numbering consisting of a full or partial indication of a year and a sequential number within a year

7) Numbering combined with one or more letters

8) Parallel titles and numbers

9) Numbering of and within a specific activity, event, etc.

10) Combined numbering of several series

11) Editions with identical series number

12) Items lacking numbering assigned numbering in a bibliography, etc.

13) Inferred numbering

14) Numbering errors

---

1) General

In the series statement record the series numbering in the terms given in the item, after the series title to which it relates. Use standard abbreviations and arabic numerals unless an exception stated in Appendix C.1D applies. Note that ordinal numbers are recorded in access points as ordinal numbers; they are not converted to cardinal numbers. If there is no abbreviation for the term, give only the number if the term is long. If the term appears in the source in an abbreviated form, record the same abbreviated form in the series statement (and in the tracing if traced differently). However, convert "N.º" to "no." Generally consider designations such as "new series" part of the numbering designation unless the series is unnumbered. In the latter case consider the designation to constitute the title of a subseries.

statement: (FED ; vol. 1)
authority record: FED (Series)
tracing: FED (Series) ; vol. 1.

BEST COPY AVAILABLE

For multipart items, record volumes comprising several separately issued and numbered parts in terms of volumes only. For example, record a four-part multipart item constituting volume 2 of a series as "v. 2", not "v. 2, pt. 1-4." Follow this practice also when the holdings of a multipart item are incomplete. This means that an account of the volumes comprising the multipart item is kept in the physical description area, not in the series statement.

physical description area: v. ⟨1, pt. 1, 3⟩
series statement: ; v. 5

Note that the series numbering is recorded as complete although the volume itself, shown in the physical description area, is not yet complete.

2) Variations in the Form of Numbering

If variations in the form of numbering (including language variations) occur in subsequently cataloged items, the tracing of the series added entry is to reflect the form of numbering specified on the series authority, not that of a subsequent variation. In such cases the series will always have to be traced explicitly, although the series statement may agree in other respects.

Note: When reestablishing a pre-AACR 2 series, reevaluate the numbering system as given on analytic bibliographic records in the machine catalog. If there are differences, decide whether they are due to variations in the form or different numbering systems.

3) More Than One System of Numbering

Consider a series to have more than one numeric system of designation only if there is a one-to-one relationship between each numeric system and the item itself. Generally, record all separate systems of numeric designations in the series statement,[1] separating each designation by space-equals sign-space. In the series tracing, however, transcribe only one of the systems. (To accomplish this, trace the series explicitly.)

in source: Band 6 Nummer 2 3. Jahrgang Nummer 32
in statement: ; Bd. 6, Nr. 2 = Nr. 32
(not: ; Bd. 6, Nr. 2 = 3. Jahrg. = Nr. 32)
in tracing: ; Bd. 6, Nr. 2

but:

in source: neue Folge Band 51[2] Nummer 237
in statement: ; n.F., Bd. 51, Nr. 237
in tracing: ; n.F., Nr. 237

in source: neue Folge 52. Heft Der ganzen Reihe 70. Heft
in statement: ; n.F., 52. Heft = der ganzen Reihe 70. Heft
in tracing: ; n.F., 52. Heft

---

[1] Omit the additional numeric designation(s) if given in overly complicated or lengthy statement(s) and give the information in a note instead.

[2] Although a volume is made up of several items, each item within the volume is identified by a consecutive numbering only.

BEST COPY AVAILABLE

in source: new series 5 (94) [1]
in statement: ; new ser., 5 = 94
in tracing: ; new ser., 5

but:

in source: vyp. 76 (157) [2]
in statement: ; vyp. 76 (157)
in tracing: ; vyp. 76

When an item is further identified by a chronological designation, add this designation in the series statement but omit it from the tracing

in source: volume 3 number 2 September 1981
in statement: ; v. 3, no. 2 (Sept. 1981)
in tracing: ; v. 3, no. 2

Do not construe the date of publication, distribution, etc., as constituting a part of the series numbering.

4) Numbering included in Title Proper or Occurs at the Beginning of Title Proper

When formulating a series heading for a series that includes in the title proper a date or numbering that varies from issue to issue, follow 12.1B6.

statement: (Contribution no. 9 of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S.)
authority record: Contribution ... of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S.
tracing: Series: Contribution ... of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S. ; no. 9.

source: The twenty-sixth L. Ray Buckendale lecture.
statement: (L. Ray Buckendale lecture ; 26th)
ruthority record: L. Ray Buckendale lecture.
tracing: Series.

5) Numbering Grammatically Integrated

If the numbering is grammatically integrated with the title proper of the series, record it as it appears in the source. Record series numbering in the access point in its prescribed position. (If the analytic record is for a serial, precede the title by a mark of omission and add an appropriate note.)

statement: (31. tom Biblioteki SIB)
authority record: Biblioteka SIB.
tracing: Series: Biblioteka SIB ; 31. t.

---

[1] i.e., new series 5, whole series 94.

[2] Numbered also in continuation of the superseded publication.

BEST COPY AVAILABLE

6) Numbering Consisting of a Full or Partial Indication of a Year and a Sequential Number Within a Year

If the number consists of a full or partial indication of a year and a sequential number within that year and the year does not appear first, to achieve proper filing order rearrange the number in the series tracing so that the indication of the year appears first, followed by the sequential numbering.

in source: 1-1979
in statement: ; 1-1979
in tracing: ; 1979-1

in source: 1/79
in statement: ; 1/79
in tracing: ; 79/1

but:

in source: 79/1
in statement: ; 79/1
in tracing: ; 79/1

Note that when the first or second example is applicable, the series will always have to be traced explicitly.

7) Numbering Combined with One or More Letters

If the number is combined with one or more letters, generally transcribe and trace the letter(s) as part of the numbering unless

a) the letter or letters form a part of title proper (cf. LCRI 1.6)

b) the letter of letters precedes the numbering and the letter(s) vary within the same series. In such cases include the letter(s) in the series statement but omit the letter(s) from the tracing. If the letter or letters is to be omitted from the tracing, trace the series explicitly.

in source: E-041
in statement: ; E-041
in tracing: ; 041
(the numbering of this series is preceded variously by the letters B, E, G, GA, etc.)

8) Parallel Titles and Numbers

If parallel titles are being recorded and the numbering appears in two or more languages and does not form an integral part of the title, record each number after the title to which it relates. If the number appears only once, record it after the title it linguistically matches or after the last title if it matches all, more than one, or none of the titles.

statement: (Handbuch der technischen Dokumentation und Bibliographie ; Bd. 10 = Handbook of technical documentation and bibliography ; v. 10)
authority record: Handbuch der technischen Dokumentation und Bibliographie.
tracing: Series: Handbuch der technischen Dokumentation und Bibliographie ; Bd. 10.

BEST COPY AVAILABLE

statement: (Tutkimuksia, ISSN 0355-2071 ; n:o 56 = Undersokningar = Studies)
authority record: Tutkimuksia (Finland. Tilastokeskus)
tracing: Series: Tutkimuksia (Finland. Tilastokeskus) ; n:o 56.

statement: (Studies presented to the International Commission for the History of Representative and Parliamentary Institutions = Etudes présentées à la Commission internationale pour l'histoire des assemblées d'Etats ; 39)
authority record: Etudes présentées à la Commission internationale pour l'histoire des assemblées d'Etats. [Cf. 12.0B1]
tracing: Series: Etudes présentées à la Commission internationale pour l'histoire des assemblées d'Etats ; 39.

9) Numbering of and Within a Specific Activity, Event, etc.

Some series are related to specific activities, events, etc. (e.g., publications of legislatures). The numbering of such publications includes numbering relating to the sequencing of the publications within that particular activity, event, etc.

Record in the series statement the numbering relating to the specific activity, event, etc., as part of the title proper, as part of the statement of responsibility, or as part of the number portion of the statement as appropriate. Record numbering relating to the sequencing of the publications within the activity, event, etc., in the number portion. In the series tracing, however, always give the numbering relating to the specific activity, event, etc., as the first part of the number portion, followed by the numbering relating to the sequencing of the series within the activity, event, etc.

in source: 49th Congress, 1st session Senate Mis. doc. no. 82
statement: (Mis. doc. / 49th Congress, 1st session, Senate ; no. 82)
authority record: Mis. doc. (United States. Congress. Senate)
tracing: Series: Mis. doc. (United States. Congress. Senate) ; 49th Congress, 1st session, no. 82.

Generally, however, do not apply this principle to named meetings, conferences, etc.

statements: (Atti del XXIV Congresso internazionale di storia dell'arte ; 7)
(Actas del XXIII Congreso Internacional de Historia del Arte ; 2)

authority records: International Congress of the History of Art (24th : 1979 : Bologna, Italy)
Atti del XXIV Congresso internazionale di storia dell'arte

International Congress of the History of Art (23rd : 1973 : Granada, Spain)
Actas del XXIII Congreso Internacional de Historia del Arte

BEST COPY AVAILABLE

10) Combined Numbering of Several Series

If the numbering of several series is given in a combined form and the numbering does not form an integral part of the series titles, record the numbering with each series statement:

in source: Paper 3 in
Biology of the Antarctic seas XI
Antarctic research series volume 34

statements: (Biology of the Antarctic seas ; 11, paper 3)
(Antarctic research series ; v. 34, paper 3)

11) Editions With Identical Series Numbering

When a revised edition of an existing work or an edition of an existing work (e.g., translation) is issued by the same publisher in the same series, the publisher may assign a new series number or he may assign the original series number to the revision, translation, etc. In the latter case, proceed as if no duplication of numbering exists. (If the series is classified as a collection, the related items are distinguished from each other usually by the addition of the date of publication to the call number of the edition published later.)

12) Items Lacking Numbering Assigned Numbering in a Bibliography, etc.

Unless there is explicit evidence that other items in the series are numbered, ignore the number assigned to an item in a bibliography or other reference source and consider the series unnumbered.

13) Inferred Numbering

Note that the numbering of a volume or other item in a series may be inferred when the evidence clearly indicates this fact. For example, if volume 1 in the series is numbered and the item being cataloged lacks numbering but contains information that volume 3 is in preparation, it can easily be inferred that the item being cataloged constitutes volume 2. In case of doubt, however, consider the item to be unnumbered.

14) Numbering Errors

If the series numbering that appears on the item is known to be incorrect, record in the series statement the numbering that appears, followed by the correct numbering (using the "[i.e. ...]" technique). If the series is traced, make an explicit series tracing giving only the correct numbering.

statement: (Kieler historische Studien ; Bd. 24 [i.e. 25])
tracing: Series: Kieler historische Studien ; Bd. 25.

12.1B2. [Rev.]. In any case of doubt as to whether a word, phrase, or other statement is part of the title proper, apply the same guidelines as given in this rule in regard to the inclusion of a corporate body's name (or abbreviation of that name) as part of the title proper.

BEST COPY AVAILABLE

Generally, do not include as part of the title proper, even when consistently so presented in various locations in the serial, statements that mention an earlier title, title absorbed, etc., even when such statements are grammatically linked to the rest of the title.

21.31B. Laws of modern jurisdiction. [New]. Apply this rule also to such customary laws that were later homologated as statute law (e.g., many French coutumes were homologated in the sixteenth century).

To minimize confusion between non-statutory coutumes (for which the main entry heading is formulated according to rule 21.31C) and coutumes that became in effect statute law, add a note regarding the date the particular coutume was decreed, provided this information is readily available and does not already appear in another part of the bibliographic record.

Since the homologated compilations were decreed as single entities, the use of a uniform title "Laws, etc." is inappropriate.

21.31C. Ancient laws, certain medieval laws, customary laws, etc. [New]. Enter customary laws that were later homologated as statute law (e.g., many French coutumes were homologated as statute law in the sixteenth century) according to the provisions of rule 21.31B and LCRI21.31B.

22.3C. Names written in a nonroman script. [Rev.]

Applicability

Persons who bear names derived from a nonroman script, but who write in a roman-alphabet language, should not be treated under this rule. The decision that the person is writing in a roman-alphabet language is based on the first item cataloged, i.e., the fact that the text of this item was originally written in a roman-alphabet language. (If it becomes evident later that most of the person's works were written in a nonroman script apply the provisions of this rule interpretation.)

Alternative Rule

Apply the alternative rule found in footnote 4 to rule 22.3C2.

If a person entered under either a given name or a surname is likely to appear in general English-language reference sources, search Collier's Encyclopedia, The Encyclopedia Americana, and Encyclopaedia Britannica (15th ed.). If the name is found in all three of these sources in a single form, use the form found there. If the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.). If the name is not found in all three of these sources, use the systematically romanized form of the name in the heading. Exception: For famous persons entered under given name but not found in all three of the general English-language encyclopedias because of specialized fame, consult major specialized encyclopedias (e.g., New Catholic Encyclopedia, The Oxford Classical Dictionary) to determine if there is a well-established English language form of the name. ("Found in" the reference source means that there is an article under the person's name.)

For persons of too recent fame to be included in the three general English-language encyclopedias named above (e.g., new authors, dancers, persons recently become famous as political figures, Soviet

BEST COPY AVAILABLE

dissidents, chess players, etc.), consult the yearbooks of the encyclopedias and the indexes of such major newspapers as The New York Times and The Washington Post to determine if there is a well-established English language form of the name.

Names of Persons with Surnames Written in the Cyrillic Alphabet

Note: Headings originally established before January 1981 containing a surname that is spelled the same as that found in the three English-language reference sources (or the form found in Encyclopaedia Britannica when the forms varied) were coded "AACR 2" before September 1982 even though the pre-1981 heading varied from the reference sources in one or more of the following elements: the presence or absence of diacritical marks; the presence, absence, or spelling of forenames and patronymics. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be in accord with present policy.)

existing AACR 2-coded heading: Gogol′, Nikolai Vasil′evich, 1809-1852.
(Do not change to: Gogol, Nikolay Vasilyevich, 1809-1852)

Names of Persons with Surnames Written in the Hebraic Alphabet

Rule Change

The Joint Steering Committee for Revision of AACR has approved a rule revision for the second sentence of footnote 4 to rule 22.3C2 in the printed text of AACR 2 that specifies the following for Hebrew and Yiddish authors: 1) use the well established form found in English-language reference sources as the first choice for use in the heading; 2) use the romanized form found on the Hebrew and Yiddish works without regard to where or when the author lived or where the works are published. The official JSCAACR text and examples will be issued when they become available. In the interim, apply the following, effective immediately:

1) [Substitute the following for the second sentence of footnote 4 to rule 22.3C2:]

> For a person who uses Hebrew or Yiddish and whose name is not found to be well established in English-language reference sources, choose the romanized form appearing in his or her works.

2) [Substitute the following for the last example under footnote 4 to rule 22.3C2:]

Cohen, Shlomit
not Kohen, Shelomit

Interpretation

Follow this order of preference when establishing headings for Hebrew and Yiddish surname persons:

1) If the name is found in Collier's Encyclopedia and in The Encyclopedia Americana and in Encyclopaedia Britannica (15th ed.), use the form found in these three sources; if the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.).

2) If the name is found prominently in a romanized form on the person's works in Hebrew or Yiddish, use this form.

BEST COPY AVAILABLE

3) If the name is found in Encyclopaedia Judaica, use this form.

4) Otherwise, use the systematically romanized form of the name.

(Note: 1) If the heading for an author reflects the systematically romanized form and a subsequently received work of the author in Hebrew or Yiddish shows a monsystematically romanized name, generally do not change the heading. This means that only in exceptional cases will systematically romanized names be candidates for change. 2) If the heading for a Hebrew or Yiddish author reflects one nonsystematically romanized form and a subsequently received work of the author in Hebrew or Yiddish shows a different nonsystematically romanized form, do not change the heading until a different form clearly predominates.)

22.5D1. **Articles and propositions.** [New]. When the first work of a Dutch author is in English, nonetheless treat him/her under the "Dutch" provision of the rule.

22.17A4. [New]. Epithets commonly associated with the names of consorts of monarchs should be retained in the heading, according to the provisions of 22.8A. (The epithets should not be deleted on analogy with the deletion of such for the monarchs, according to 22.17A3.)

Eleanor, of Aquitaine, Queen, consort of Henry II, King of England
not Eleanor, Queen, consort of Henry II, King of England

N.B. The "Margaret, of Scotland" example in 22.17A4 will eventually be deleted from the printed text of AACR 2.

22.18. **DATES.** [Rev.]. Apply the optional provision. This means adding a date whenever it is known.

Note: Do not add the date to an existing heading falling into either of the following categories:

1) The name authority record for it has already been coded "AACR 2" or "AACR 2 compatible."

2) The heading is represented by an access point on an existing bibliographic record in the catalog (i.e., the file against which the cataloging and searching is done) and is otherwise in accord with current policy. However, if such a heading must be revised later, add the date. Do not do special searching, however, if there is no conflict.

For persons living in the twentieth century, the date should be a precise one. Specifically, add the date to headings for these persons only if it falls into any of the following categories:

1) the person is still living and the year of birth is known ("1900- ")

2) the person is no longer living and the years of birth and death are known ("1900-1981")

3) the person is no longer living and only the year of birth is known ("b. 1900")

4) the person is no longer living and only the year of death is known ("d. 1981").

BEST COPY AVAILABLE

Note: If a date in one of these categories is available only in a non-Gregorian year, add the Gregorian year to the heading only if the Gregorian year is certain.

For pre-twentieth century persons, less precise dates may be used. Consult the examples under 22.18 for guidance. Note one detail about the use of "flourished" dates: "Flourished" dates acceptable for addition to headings for pre-twentieth century persons normally express a span of years of activity. A single year after "fl." may be used only in exceptional cases, as when a reference source itself designates the date in this way, or there is one publication or other event in the person's life known to be the single or at least primary basis for a single year.

Abbreviations B.C. and A.D.

Use the abbreviation B.C. for dates in the pre-Christian era. Place the abbreviation at the end of a date or span of dates in that era.

Nefertiti, Queen of Egypt, 14th cent. B.C.
Spartacus, d. 71. B.C.
Pericles, 499-429 B.C.
Ajatasatru, King of Magadha, fl. ca. 494-ca. 467 B.C.

Use the abbreviation A.D. only when the dates span both eras.

Augustus, Emperor of Rome, 63 B.C.-14 A.D.
Ovid, 43 B.C.-17 or 18 A.D.
Seneca, Lucius Annaeus, ca. 4 B.C.-65 A.D.

If a date is questionable, place the question mark immediately following the date.

Antonius Marcus, 83?-30 B.C.
Vercingetorix, Chief of the Arverni, d. 45? B.C.

22.18-22.20. **ADDITIONS TO DISTINGUISH IDENTICAL NAMES.** [Rev.]. If a personal name heading conflicts with another heading, resolve the conflict as follows:

1) Add to the heading being established

a) the full form of a name represented by an initial in the form chosen for the heading if the full form is available in the item being cataloged (22.16);

established heading: **Jackson, A.**
new author: A. Jackson
(New author's full name, Arnold Elrod Jackson, is available)
heading for the new author: **Jackson, A. (Arnold)**

b) the date (22.18) other than a "flourished" or "century" date; do not go beyond making a routine telephone call to a place within the continental U.S. or searching the Catalogers' Reference Collection to determine the date;

established heading: **Brue, James E.**
new author: James E. Brue
(New author's birth date, 1942, is available)
heading for the new author: **Brue, James E., 1942-**

BEST COPY AVAILABLE

Note: If both the full form represented by an initial and a date are available, add both.

c) a term of address, etc., that appears with the name in a prominent source (cf. 0.8) in items by the person or with the name in headings in reference sources (22.19B);

Note: If either the full form of a name represented in the heading by an initial or a date becomes available later (or both become available), do not change the existing heading just to replace the term of address, etc.

d) a forename or surname or the initials of a forename or surname not represented by an initial in the form of name chosen for the heading;

established heading: **Clapper, John**
new author: John Clapper
(New author's full name, John Samuel Clapper, is available)
heading for the new author: **Clapper, John (John Samuel)**

established heading: **Gelfund, David**
new author: David Gelfund
(New author's full name, David A. Gelfund, is available)
heading for new author: **Gelfund, David (David A.)**

established heading: **Smith, Elizabeth**
new author: Elizabeth Smith
(New author's full name, Ann Elizabeth Smith, is available)
heading for the new author: **Smith, Elizabeth (Ann Elizabeth)**

established heading: **Oliver, Joan**
new author: Joan Oliver
(New author's full name, Joan Oliver i Puigdomènech, is available)
heading for the new author: **Oliver, Joan (Oliver i Puigdomènech)**

established heading: **Jones, Mrs.**
new author: Mrs. Jones
(New author's forenames, Ella Gertrude, are available)
heading for the new author: **Jones, Mrs. (Ella Gertrude)**

Note: If the full form of a name represented in the heading by an initial or a date or a term of address, etc., becomes available later, do not change the existing heading just to replace the unused forename or unused surname.

e) a full forename when the forename chosen for the heading is a nickname;

established heading: **Jorgen, Dick.**
new author: Dick Jorgen
(New author's full name, Richard Clark Jorgen, is available)
heading for the new author: **Jorgen, Dick (Richard Clark)**

BEST COPY AVAILABLE

Note: If the full form of name represented in the heading by an initial or a date or a term of address, etc., becomes available later, do not change the existing heading just to replace the unused full forename.

f) a "flourished" date (22.18);

Note: 1) Do not add "flourished" dates to headings for persons living in the twentieth century even if the heading conflicts. 2) "Flourished" dates acceptable for addition to headings normally express a span of years of activity. A single year after "fl." may be used only in exceptional cases, as when a reference source itself designates the date in this way, or there is one publication or other event in the person's life known to be the single or at least primary basis for a single year.

g) a "century" date (22.18);

Note: Do not add a "century" date to persons living in the twentieth century even if the heading conflicts.

2) Change the established heading according to the order of preference given in 1) above.

3) Apply 22.20.

Note: If the full form of a name represented by an initial in the heading or a date or a term of address, etc., becomes available later for one of these names, establish this name separately. (Do not establish one of these names separately if only an unused forename or unused forename initial or unused surname or unused full forename becomes available later.)

24.13, type 5. [Rev.]

Applicability

Understand the term "includes" in the rule to apply to any linguistic relationship between the name of the body and its parent (higher or related) body, not just to those shown in the examples under type 5.

Understand "entire name" to be the name that was selected for use in the heading for the parent body (higher or related body), not necessarily the catalog-entry form of the parent body's heading. For example, disregard cataloger's additions to the parent body's name or the fact that the parent body may be entered subordinately. Note, however, that if the heading for the parent body includes a term indicating incorporation, etc. (24.5C1), the form with the term must also appear in the name of the subordinate body for type 5 to be applicable.

name of subordinate body: Friends of Wells Cathedral
heading for parent body: **Wells Cathedral**
heading for subordinate body: **Wells Cathedral. Friends**

name of subordinate body: Northwestern University School of Law
heading for parent body: **Northwestern University (Evanston, Ill.)**
heading for subordinate body: **Northwestern University (Evanston, Ill.). School of Law**

BEST COPY AVAILABLE

name of subordinate body: Osteuropa-Institut an der Freien Universitat Berlin
heading for parent body: **Freie Universitat Berlin**
heading for subordinate body: **Freie Universitat Berlin. Osteuropa-Institut**

but name of subordinate body: Hoechst Chemical Society
heading for parent body: **Hoechst A.G.**
heading for subordinate body: **Hoechst Chemical Society**
not Hoechst A.G. Chemical Society

name of subordinate body: Cambridge University Library
heading for parent body: **University of Cambridge**
heading for subordinate body: **Cambridge University Library**
not University of Cambridge. Library

When the name of a subordinate body contains more than one unit in the hierarchy, apply the "entire name" provision in type 5 only to the body immediately above the body being established. However, if the application of rule 24.14 results in the omission of the immediately above body from the heading for the subordinate body, do not apply type 5 to the name of the subordinate body.

name of subordinte body: Research Council of the Conover Branch of the Jefferson Academy
heading for first unit: **Jefferson Academy of Science. Conover Branch**
heading for subordinate body: **Jefferson Academy of Science. Conover Branch. Research Council**

name of subordinate body: Thomas Foundation of the Conover Branch of the Jefferson Academy of Science
heading for first unit: **Jefferson Academy of Science. Conover Branch**
heading for subordinate body: **Thomas Foundation of the Conover Branch of the Jefferson Academy of Science**
not Jefferson Academy of Science. Thomas Foundation
not Jefferson Academy of Science. Conover Branch. Thomas Foundation

Exceptions: Treat as falling under type 5 a name that fits one of the following categories:

a) the subordinate body's name contains the entire name of a directly entered U.S. government body except that one body uses "United States" and the other body uses "U.S.";

b) the subordinate body's name contains the entire name of its parent body except that the form for the parent body in the subordinate body's name is in another language.

name of subordinate body: South Carolina Advisory Committee to the U.S. Commission on Civil Rights
heading for parent body: **United States Commission on Civil Rights**
heading for subordinate body: **United States Commission on Civil Rights. South Carolina Advisory Committee**

BEST COPY AVAILABLE

name of subordinate body: International Medical Commission of the Princess Takamatsu Cancer Research Fund
heading for parent body: **Takamatsu no Miya Hi Gan Kenkyū Kikin**
heading for subordinate body: **Takamatsu no Miya Hi Gan Kenkyū Kikin. International Medical Commission**

German Universities

The names of German universities appear frequently both in a long form, e.g., Christian-Albrechts-Universität zu Kiel, and in a short form, e.g., Universität Kiel. When considering the headings for associated institutions whose names are connected to the university name by a linking word or phrase, apply type 5, no matter whether the long form or the short form of the university name is used. For example, treat both Institut für Agrarpolitik und Marktlehre der Christian-Albrechts-Universität zu Kiel and Institut für Internationales Recht an der Universität Kiel as cases of type 5 application, resulting in the following headings:

Universität Kiel. Institut für Agrarpolitik und Marktlehre.
Universität Kiel. Institut für Internationales Recht.

References

Routinely make a reference from the entire name of a body entered under type 5. Note, however, if the name also fits 24.13, type 1, a reference from the entire name is unnecessary.

American Legion. Auxiliary
x American Legion Auxiliary

Auburn University. Agricultural Experiment Station
x Agricultural Experiment Station of Auburn University

Exclusions from Type 5

Type 5 is not applicable to a name that falls into one of the following categories:

1) the name of the subordinate body is made up of the higher body's name plus a designation for the subordinate body that does not by itself convey the idea of a corporate body;

name: Camden Friends of the Earth
heading: **Camden Friends of the Earth**
not Friends of the Earth. Camden

name: Women of the Minnesota Conference of the United Church of Christ
heading: **Women of the Minnesota Conference of the United Church of Christ**
not United Church of Christ. Minnesota. Conference. Women.

name: Ladies of the Grand Army of the Republic
heading: **Ladies of the Grand Army of the Republic**
not Grand Army of the Republic. Ladies

BEST COPY AVAILABLE

name: St. John's Episcopal Church
heading: **St. John's Episcopal Church (Knoxville, Tenn.)**
not Episcopal Church. St. John's (Knoxville, Tenn.)

N.B. This category of exclusions does not apply to the subordinate designation "Friends," as in "Friends of the [name of library or museum]," because this designation has been so commonly used and consequently can be considered "corporate" in connotation.

2) the name of a U.S. state university institution that contains the name of the statewide system.

name: University of Nebraska Medical Center
heading: **University of Nebraska Medical Center**
not University of Nebraska (Central Administration). Medical Center

Named Meetings

If a named meeting (cf. LCRI 21.1B1) contains the entire name of a corporate body (as defined above), enter the meeting subordinately to the heading for the body if the name contains, in addition to the name of the body, no more than a generic term for the meeting or no more than a generic term plus one or more of the following elements: the venue of the meeting; number, date, or other sequencing element.

name: Annual Conference of the American Academy of Advertising
heading: **American Academy of Advertising. Conference** (22nd : 1980 : University of Missouri—Columbia)

name: First Constitutional Convention of the Congress of Industrial Organizations
heading: **Congress of Industrial Organizations (U.S.). Constitutional Convention** (1st : 1938 : Pittsburgh, Pa.)

name: 5th Annual Conference of the Nigerian Political Science Association
heading: **Nigerian Political Science Association. Conference** (5th : 1978 : University of Ife)

name: Human Factors Society 1979 Annual Meeting
heading: **Human Factors Society (U.S.). Meeting** (1979 : Boston, Mass.)

In all other cases, enter the named meeting directly under its own name.

name: Miami University Conference on Sentence Combining and the Teaching of Writing
heading: **Miami University Conference on Sentence Combining and the Teaching of Writing (1978)**
not Miami University. Conference on Sentence Combining and the Teaching of Writing (1978)

name: Unesco International Chemistry Conference
heading: **Unesco International Chemistry Conference** (1978 : Perth, W.A.)
not Unesco. International Chemistry Conference (1978 : Perth, W.A.)

BEST COPY AVAILABLE

Appendix A.4A. Title elements (general rule). [New]. If a name associated with responsibility for an item is linked to the remainder of a title in English transcribed by means of the apostrophe-s possessive at the beginning of the title, generally lower-case the first word after the possessive. Apply this even if a uniform title has been assigned to omit the name from the title (cf. LCRI 25.3B) or if other presentations of the title on the item omit the name.

Marlowe's plays
Eileen Ford's a more beautiful you in 21 days
Malo's complete guide to canoeing and canoe-camping
Linda Goodman's sun signs
Wheaton's atlas of British and world history
Willing's press guide
I.F. Stone's newsletter
Michie's digest of Virginia and West Virginia reports
Halsbury's statutes of England
Paterson's licensing acts

SERIES

What follows is a condensation of the Library of Congress's procedural document on series. It is published as an aid to those using LC authority and bibliographic records.

Overview of Series Procedures

1) Decision to establish or re-establish a series. Before establishing a new series or re-establishing a series under AACR 2, determine that the phrase is indeed a series title. If searching shows that the supposed series title is new to LC or has not been used under AACR 2 and there is doubt that it should be considered a series, consult LCRI 1.6. If it is decided that the phrase is not to be considered a series, but an authority record is needed to document the decision, follow the procedures below for series-like phrases.

Note: Do not treat unnumbered supplements and special numbers to a serial as a series; see LCRI 21.30G.

a) Series not to be established. Do not establish or re-establish a series appearing only on jackets or in bibliographies until the series statement appears on an item, as specified in LCRI 1.6.

b. CIP cataloging. When a series statement appears on the CIP galley, establish or re-establish the series according to normal procedures. When a series statement appears only on the CIP data sheet or in the CIP cataloging data printed in a book, follow LCRI 1.6.

c) Photo-offset reprints. When both original and reprint manifestations of items in a particular series are known to exist, establish or re-establish series for the manifestation being cataloged only, according to normal procedures, unless an authority record has already been made for the other manifestation.

2) Searching. Notice all variant forms on the item being cataloged and search each one.

BEST COPY AVAILABLE

a) Authority file. First search the name authority file. If a series authority record (SAR) is found in the file, use the heading unless there is an error. (If the item being cataloged is a known or suspected technical report, consult the section on technical reports below; do not automatically accept the decisions recorded on the SAR.) Make any changes needed to correct errors or to add information. Be alert for title changes requiring successive entry.

(1) Provisional record. If the SAR is a provisional record, reconsider the heading if new information is found and it is possible to upgrade the record to "fully established".

(2) Cooperating library record. If the SAR was made by a cooperating library in the Name Authority Co-op—this is shown by an NUC symbol in the 040 field--use the heading unless there is an error.

b) Online bibliographic files. If no SAR is found in the name authority file, search the monograph and serials bibliographic files of the machine catalog. Note that only full verified (or previously verified) records are considered "found."

(1) No analytics found. If no analytics are found in the bibliographic files and no collected set record is found in the serials file, establish as a new series (see Establishing a New Series below).

If no analytics are found in the bibliographic files but a collected set record is found in the serials file, follow Establishing or Re-establishing Series When Records are found in Serials File below.

(2) Analytics found. If analytics are found in the bibliographic files but no collected set record is found in the serials file, re-evaluate and re-establish the series according to Re-establishing a Series below.

If analytics are found in the bibliographic files and a collected set record is found in the serials file, re-evaluate and re-establish the series according to Establishing or Re-establishing Series When Records are Found in Serials File below.

(3) Special cases

(a) MLC records found. If minimal-level cataloging (MLC) records are the only records found, consider the series to be new and establish it from the item being cataloged according to normal procedures. If both MLC and full verified records are found when re-establishing a series, base the heading and treatment on information in full verified (or full previously verified) records and the item being cataloged. In either case, change any MLC records found as necessary to conform to the heading and treatment shown on the SAR.

Series treatment and tagging on MLC records need to be checked carefully because of varying practices that have been applied to MLC records in the past.

1) if the record was initially input via the in process file and has migrated to the books master file, the series was tagged as 440 in all cases. Correct the tagging if necessary and give an explicit series added entry if the series is now traced differently.

2) if the record was input directly to the books master file and there was no SAR online but bibliographic records for analytics were found in the machine catalog, the series heading and treatment practice shown on the bibliographic records was followed. Make any corrections needed if this is not AACR 2 heading and practice.

BEST COPY AVAILABLE

3) If the record was input directly to the books master file and no SAR or bibliographic records for analytics were found in the machine catalog, the series was tagged as 490/0. Correct the tagging if necessary and give an explicit series added entry if series is now traced differently.

Note: Items that are parts of a multipart item or a collected set series are excluded from minimal level catalog. When an MLC record for such an item is found, cancel the MLC record and initiate full cataloging of the item.

(b) AACR 2 bibliographic records found. If there is no SAR online, but verified AACR 2 bibliographic records for analytics are found, make a substitute SAR.

c. Searching the old manual catalog. Do not routinely search the old official catalog. In exceptional cases, including but not limited to those listed below, the old catalog should be searched and information from series authority cards and bibliographic records should be taken into consideration.

(1) No SAR is found and pre-AACR 2 analytics in the bibliographic file do not present a clear picture of previous practice.
(2) No SAR, collected set serial record, or analytics are found and the item being cataloged is in a numbered monographic series, and either was published before 1976 or has a relatively high number. It may be that the series has been treated as an unanalyzed collected set or is a technical report series.

3) Periodicals with special titles

a) Identification of periodicals. When publishers assign special titles to some or all issues of a periodical, it may be unclear whether the item being cataloged is in a bona fide monographic series or is an issue of a periodical. Examine the content of the item and of other issues as necessary. If the contents resemble those of a periodical (generally including several separate articles by several contributors, named or unnamed), and the frequency of publication (stated or unstated) is more often than annual, and the item bears a numeric or chronological designation, treat the collective title as that of a periodical. Do this although the particular issue being cataloged may consist of a single contribution, may be a Festschrift or the proceedings of a conference, or may have a special title that is totally independent of the collective one.

b) Periodicals not to be analyzed. The Library of Congress does not analyze individual issues of periodicals, even when they have special titles, except by special request when the item is wanted in the reference collections. (A hardcover edition of a special issue of a periodical may sometimes be issued in addition to the unbound issue provided to subscribers, and should be cataloged separately as described below.)

c) Hardcover editions of selected issues of a periodical. Several publishers (e.g., Haworth Press, Pergamon Press) publish hardcover editions, with special titles, of selected issues of their periodicals. These hardcover editions are published in addition to the unbound issues that are received by subscribers. The Library generally acquires the hardcover editions whether or not it subscribes to the periodical.

Do not consider such a hardcover edition to be an integral part of the periodical, but make a separate bibliographic record for it. Add a note explaining its relationship to the periodical, e.g., "Published

BEST COPY AVAILABLE

also as v. 15, no. 1 of the Journal of children in contemporary society." Do not prepare an SAR; do not give an added entry for the periodical on the bibliographic record.

It is not always clear, especially at CIP galley stage, whether the item being cataloged is an integral part of the periodical or a separate edition. Some publishers make clear statements, as does Haworth Press, that say that the title "has also been published as _____, v. _____, no. _____." Others make ambiguous or misleading statements, as does Pergamon, which states that the hardcover edition is "Published as a special issue of the journal _____, v. _____, no. _____ and supplied to subscribers as part of their normal subscription." This last statement seems to indicate that the hardcover edition is the only one issued and constitutes an integral part of the periodical; this is not the case as Pergamon does distribute an unbound issue to subscribers. If the information given in the item is ambiguous, check the issue of the periodical or contact the publisher.

5) Choice and form of series heading. Since a series authority record is a record representing a serial publication, apply the rules and LCRIs for Chapter 12 of AACR 2 as well as those for Chapter 1 when formulating the heading. If an authenticated AACR 2 collected set record for the series is found, follow Establishing or Re-establishing Series When Records Are Found in Serials File below in accepting the choice and form of entry on that record.

a) Main entry. Main entry for series is governed by the same rules used to determine main entry for any other bibliographic entity. Thus it is possible to have series of single or joint personal authorship, and some series may be entered under corporate body when the criteria of 21.1B2 are met.

When the item being cataloged has two or more related series titles, follow LCRI 1.6H in determining whether to establish one or multiple series headings.

b) Form of series title in heading

(1) Choice among variant forms. When variant forms of the series title appear in the same item, follow rule 1.6B2 and LCRIs 1.6A2 and 12.0B1 in choosing the form to be used in the heading.

When variant forms of the series title appear in different items, consult Successive Entry for Series below in determining whether these should be treated as simple variants or as changes requiring a successive entry.

When the series statement appears in more than one language, consult Successive Entry for Series below to determine the form of series heading.

(2) Inclusions and omissions. Omit from the heading parallel titles, other title information, and statements of responsibility (LCRI 1.6).

A corporate body's name or abbreviation of that name may be considered part of the title proper if consistently so presented (rule 12.1B2 and LCRI 12.1B2).

Omit series numbering (LCRI 1.6G) and designation dates (LCRI 12.1B6) from the title proper.

Follow LCRI 25.5B in determining whether a qualifier should be added to the series title and what form it should take.

BEST COPY AVAILABLE

Establishing a New Series

1) Introductory. Follow procedures in this section when establishing a series new to the Library. Where applicable, follow instead the special provisions below for: collected set records found in the serials file, document series, or technical reports. When establishing a new series heading because a change of title or issuing body, etc., requires successive entry, follow Successive Entry for Series below.

2) Standard procedure. Prepare a new series authority record.

a) Classification. Show classification as "Separate." Exception: When establishing a subseries of a separately numbered main series already in LC and classed as a collection, show classification as "m With main or another series" and transcribe the call number in the 050 field followed by "subser." Do this without regard to whether the subseries is entered subordinately or independently, whether it is numbered or unnumbered.

b) Analysis. Show analysis as "In full."
N.B.: For unanalyzable items in a series that is analyzed in full, see LCRI 13.2.

c) Tracing. Determine tracing practice according to the guidelines in LCRI 21.30L.

d) References. Trace cross-references from variant forms of entry and variant forms found in the item as instructed in See References below.

e) Form of numbering in series added entry (For traced series only). Show form of numbering as the found on the item being cataloged. Show numbering as it appears on an individual piece; do not give a sequence of numbers, e.g., v. 1; not v. 1-2. This avoids possible confusion with hyphenated numbering. (Cf. LCRI 1.6G.)

3) Exceptional procedure. As shown by the instructions in 2) above, standard LC practice is to analyze all monographic series and to classify new series separately, unless establishing a subseries of an existing series that is classified as a collection. Exceptions to this practice include document series, technical report series, series with collected set records in the serials file, and also the following cases:

a) Series not worth analysis. If the series being cataloged does not seem worth analysis, in some exceptional cases, the decision may be made to classify the series as a collection and either not analyze it or analyze it in part only.

b) Treaty series. Treat all new treaty series as collected, not analyzed.

c) Series on "Not in LC" serial records (For CONSER catalogers only). When establishing a series used on a not-in-LC CONSER record, show tracing practice only. Do not show classification or analysis practice, since there is no LC classification or analysis practice.

Re-establishing a Series

1) Introductory. Before re-establishing a series heading used under previous cataloging rules, consider the series as if it were new to the Library and determine (1) whether it should still be considered a series and (2) what should be the AACR 2 choice and form of entry.

BEST COPY AVAILABLE

When re-establishing the heading, follow the procedures in this section, unless the special provisions in the following sections apply: collected set records found in the serials file, document series, or technical reports. Consult Successive Entry for Series below when a series title seems to have changed since the series heading was used under previous rules.

2) Procedure. Prepare a new series authority record showing any variations in classification, analysis, or tracing practice.

a) Classification. Determine and carry over previous classification practice. (If classed as a collection, also transcribe the call number in the 050 field.)

If the bibliographic records indicate that the earlier classification practice varied, i.e., the call numbers of some records reflect a collected set, others those of a series classified separately, it means that a change in the classification practice has occurred or that a "split decision" (e.g., 1st set classified as a collection, 2nd set, separately) existed at one time. The exact information as to when or with which issue the change in practice occurred is most quickly found by consulting the series authority record in the old manual catalog (If it is found that earlier practice was to class as a collection, but some records were classified separately in error, have the record corrected.)

b) Analysis. Show analysis as "In full."

c) Tracing practice. Re-evaluate tracing practice according to the guidelines in LCRI 21.30L. If tracing practice is changed under AACR 2, see Updating Series Added Entries below.

d) References. Trace cross-references from variant forms of entry and variant forms found in the item as instructed in See References below. See below for instructions on linking references.

e) Form of numbering in series added entry (for traced series only). Determine form of numbering to be used in series added entries from the item being cataloged (which may be neither the first item of the series nor the first item of the series received in the Library). (Cf. LCRI 1.6G). Since consistency in form of numbering is needed for proper sequencing of individual bibliographic records in the machine catalog, any records with a different form of numbering in the added entry must be updated.

3) Change in choice or form of entry or treatment under AACR 2. If the AACR 2 choice or form of entry differs from the pre-AACR 2 choice or form, trace a linking reference on the authority record and update series added entries on bibliographic records as instructed below. Note that the addition of a qualifier is considered a change in form and any change in form of numbering requires that bibliographic records be updated even if the series heading itself is not changed for AACR 2.

However, do not trace a reference that would normalize to the same form as the heading or another reference on the same record or to the same form as a heading on another record. Instead, make a note in the 667 field on the SAR: "Old catalog heading: _____."

a) Linking reference. Trace a linking reference from the pre-AACR 2 heading regardless of whether the series was previously traced or untraced, analyzed or not analyzed. If the linking reference would be a valid cross-reference under AACR 2 in exactly the same form, then trace only one reference and code it as "old catalog heading". If the pre-AACR 2 heading (title or name-title) includes an initial article that would be omitted under current policy, omit the article in the tracing of the linking reference.

BEST COPY AVAILABLE

If there is no one-to-one correspondence between the pre-AACR 2 heading and the AACR 2 heading, i.e., two or more pre-AACR 2 headings will be treated as one heading under AACR 2 or one pre-AACR 2 heading will be split under AACR 2, do not make a linking reference. Instead make an appropriate note in the 667 field on the SAR: "Includes the old catalog headings: _____" or "Previous to AACR 2 covered by the heading: _____."

If the series was previously untraced, and it is not clear what form should be considered the old catalog heading, do not make a linking reference.

b) Updating series added entries. Update any existing series added entries on bibliographic records in the machine catalog to the AACR 2 form. Change the form of numbering in the series added entry if necessary to agree with the form of numbering shown in the 642 field on the SAR; do this although the series heading itself may not have changed under AACR 2. Make these changes even if the series is currently not traced or if the title previously considered a series is now considered to be a series-like phrase. Do not, however, add series tracings to pre-AACR 2 records if the series was previously untraced or considered to be a series-like phrase.

c) Subseries previously established independently. If the series is a subseries that under previous rules was established as two separate series (e.g., the Acta Universitatis Szegediensis. Acta historica was previously established and traced as 1) Acta historica and 2) Acta Universitatis Szegediensis) but which under AACR 2 comprises one entity only, delete also the series tracing for the earlier separately established main series.

Establishing or Re-establishing Series When Records are Found in Serials File

1) Introductory. When newly establishing or re-establishing a series, the cataloger searches the serials file for a collected set record for that series. When such a record is found, the cataloger ensures that choice and form of heading and classification practice are consistent between the series authority record and the collected set record. Consult Periodicals with special titles above.

2) Choice and form of entry

a) Pre-AACR 2 record. If the collected set record found is not an AACR 2 record, the cataloger establishing the series determines the AACR 2 choice and form of entry.

b) AACR 2 form shown in 130 field on pre-AACR 2 record. A very few pre-AACR 2 serial records contain a 130 field showing the AACR 2 form of heading (uniform title). When such a record is found, accept the form in the 130 field as the AACR 2 form. (The 130 field was used on these records only to show the AACR 2 form and was added when the AACR 2 form of heading was needed for use by an LC cataloger as an access point on another record. These records will eventually be recataloged to AACR 2.)

c) AACR 2 record. If the collected set record found is an AACR 2 record, check the 042 field (authentication agency code).

(1) If the 042 field shows lc or lcd, use the choice and form of entry shown on the record as the series heading, unless there is a clear-cut error. An error in form of qualifier may be corrected; choice of qualifier is accepted as found.

BEST COPY AVAILABLE

(2) If the 042 field shows nlc and the record is not a French one made for a bilingual publication (see next paragraph), use the choice and form of entry shown on the record as the series heading, unless there is a clear-cut error. If there is an error, the National Library of Canada must be consulted to correct it.

(3) If the 042 field shows nlc and the record is a French one made for a bilingual publication, ignore the record. Because of Canada's bilingual policy, the National Library of Canada provides two CONSER records, one in English and one in French, when the publication is bilingual. The French records can be identified by the prefix "cf" before the LC card number, which stands for "Canadian bilingual publication, French language cataloging."

(4) If the 042 field shows msc, nsdp, isds/c, or nst, the cataloger establishing the series determines the AACR 2 choice and form of entry.

3) Procedure for establishing or re-establishing a series heading. Prepare a new series authority record. When re-establishing a heading, show any variations in classification, analysis, or tracing practice.

a) Classification. Check the 050 field on the serial record.

Show the classification practice as "Collection" if the 050 field contains: an LC call number or the legends PAR or REV PAR.

Show the classification practice as "Separate" in all other cases, including those records having no 050 field and those with "DISCARD", "CURRENT ISSUES ONLY" or "UNC" in the 050 field. Exception: If the collected set record in the serials file is "NOT IN LC," but bibliographic records for analytics in the data base show that the series was classed as a collection, show classification treatment as "Collection" and give the call number in the 050 field on the SAR.

b) Analysis. Show analysis practice as "In full."

c) Tracing practice. Determine or re-evaluate tracing practice according to the guidelines in LCRI 21.30L.

d) References. Trace cross-references from variant forms of entry and variant forms found in the item as instructed in See References below. (Make a complete set of references. The previous practice of using added entries on a collected set record instead of tracing cross-references on a series authority record has been discontinued.)

e) Form of numbering in series added entry (For traced series only). Determine form of numbering to be used in series added entries from the item being cataloged, whether establishing a new series or re-establishing an old one (cf. LCRI 1.6G). When re-establishing an old series and the form of numbering on analytics differs from that now chosen, the form of numbering on those analytics must be updated as described above.

f) Place and publisher. If an AACR 2 collected set record authenticated by LC or NLC (see 2) above) is found, include any changes in place and publisher shown on the record on the SAR.

4) Linking references and changes to bibliographic records. If the series is being re-established and the AACR 2 choice or form of entry differs from the pre-AACR 2 choice or form, trace a linking reference on the authority record and update series added entries on bibliographic records as instructed above.

BEST COPY AVAILABLE

Successive Entry for Series

1) Conditions for successive entry. When there has been a change in title proper or a change in a responsible person or body used in the heading or in certain cases of changes in the numbering system, establish or re-establish a series for the item being cataloged and connect it to the preceding or succeeding heading found in the catalog as directed below.

a) Change in title proper. Briefly stated, a title proper is considered to have changed when a change occurs in the first five words of the title or a change occurs in important words (nouns, proper names, subject words, etc.) in the title. A change in the form of a word is not considered a title change in some cases, e.g., abbreviated vs. full form, number vs. spelled-out form. Consult rule 21.2A and LCRI 21.2A to determine whether a different form of title should be considered a change.

N.B.: Whenever a variant series title appears on the chief source of the item being cataloged but the title as established appears on one of the other primary sources of the same item, the title is not considered to have changed.

Exception: If a clear pattern of indiscriminate fluctuation in the title proper is shown on analytic entries of numbered series in the data base, do not consider the title to have changed. Make a simple see reference from the variant title, and give a note in the 667 field on the SAR. (Typical examples of this situation are fluctuations between singular and plural forms in the title or omission/inclusion of a word such as "Series," "Collection," etc.) This exception can only be made once a pattern is established; it cannot be applied at the first instance of a variation in title.

Apparent changes in series titles due only to changes in transcription practice with AACR 2 (e.g., changes in romanization policy, change in the practice of truncating series titles or spelling out numerals in foreign languages) are not considered title changes but are treated as variant forms. See See References below for a list of these cases. Careful investigation may be needed to determine whether a title change or such a change in transcription practice is the case.

b) Change in responsibility. If main entry for the series is under a personal or corporate heading and the person or corporate body responsible for the series changes, establish a new series heading.

If main entry for the series is under a corporate body and the name of the body changes, establish a new series heading.

If the series is entered under a uniform title heading and the name of a corporate body is used in the heading as a qualifier, establish a new series heading when the name of the corporate body changes or when another corporate body assumes responsibility for the series. Exception: If an established heading includes a corporate body as qualifier but under current policy would include a different qualifier, change the qualifier to conform to current policy whenever the existing corporate body qualifier becomes inappropriate (name of body changes or another body assumes responsibility for the series).

N.B.: If something other than a corporate body (e.g., place of publication) is used as a qualifier and there is a change in its form or fact, do not establish a new series heading. Make a see reference from the title followed by the changed qualifier (cf. LCRI 25.5B).

BEST COPY AVAILABLE

c) Items in series issued in more than one language. Successive entry is not appropriate when items in a series are issued in more than one language except in rare cases when it is clear that a title has changed from one language to another and a pattern is established.

When a series is issued in two or more languages in parallel editions, i.e., complete editions in each language, as is done in countries with more than one official language (Canada, Switzerland, Finland), establish separate series headings. Use uniform titles as required by rule 25.3. Do not make references to connect the headings.

When the language of a numbered series fluctuates and there are not separate editions in any one language, establish only one heading. Establish the heading based on the form and language of the first item in the series. If the first item is not in LC's collections, base the heading on the earliest item known and mark it "Provisional." If the item on which the heading is based is itself issued in several languages, choose the language of the title proper of the series according to rule 1.0H and LCRI 1.0H.

When the language of an unnumbered series fluctuates, establish separate headings for each language form and connect the headings by simple see also references.

d. Changes in numbering system. When the numbering system is repeated (i.e., starts over from the beginning) and there is no designation such as "new series" to link the two systems, successive entry may be required. Consult LCRI 12.3G.

When it is clear that a series has changed from numbered to unnumbered, (or from unnumbered to numbered), establish a new series heading (with appropriate qualifier according to LCRI 25.5B). Do not establish a new heading when items in the series are concurrently numbered or unnumbered or when an unnumbered series starts its numbering not from the beginning but including the unnumbered issues already published (e.g., a series with the first ten issues unnumbered starts numbering with v. 11).[1] In case of any doubt, do not establish a new heading but show on the SAR that the series is "numb./unnumb." until better evidence indicates a clear change.

2) Procedures. Follow procedures in the appropriate section of this document when establishing or re-establishing the series heading(s), with the following additions or changes:

a) Classification, analysis, tracing practice, and form of numbering in series added entries. These are determined for each series independently of the other.

b) Connecting headings when related heading is AACR 2. If the preceding or succeeding heading has already been established under AACR 2, connect the two headings by means of see also references. If the series is numbered, code the references as earlier/later ones.

c) Connecting headings when related heading is not AACR 2. If the preceding or succeeding series has not been re-established under AACR 2, do not make references to connect the headings and do not evaluate the old catalog entry form of the related series for AACR 2. Instead, make a "Continues:" or "Continued by:" note, as appropriate, in the 667 field on the SAR for the heading being established. State

---

[1] When a unnumbered series becomes numbered and the numbering includes the unnumbered issues already published, add numbering in the bibliographic records for the unnumbered issues if it is known (e.g., from a publisher's listing) which number belongs with which item.

BEST COPY AVAILABLE

specifically that the form shown is an old catalog entry form, e.g., "Continues: Academy of Natural Sciences of Philadelphia. Monographs [unevaluated old catalog entry form]."

If the preceding or succeeding series is later re-established under AACR 2, delete the note in the 667 field and connect the two headings by references as in b) above.

Series-like Phrases

When a phrase or a combination of letters that might be interpreted by some as a series statement is not considered a series, according to the guidelines in LCRI 1.6, record this decision by preparing a series authority record when required by that rule interpretation.

1) Heading and references. Establish the heading in AACR 2 form, as if it were a true series heading. Note that it is possible to "establish" phrases under personal or corporate name headings.

If a heading is for a phrase that conflicts with the title of a serial (monographic series, etc.) or is a combination of letters that is identical with another series-like phrase or serial (monographic series, etc.), add a qualifier to the uniform title according to LCRI 25.5B. If the heading consists of a combination of letters that is identical with a name heading or reference, use the qualifier "(Series)."

Trace any see references that would be appropriate if the heading were a true series, according to the procedures in See References below. When connecting headings because the phrase has undergone a change in title, responsibility, etc., requiring successive entry, make simple see also references instead of earlier/later references.

2) Preparation of the authority record. In preparing the series authority record include any information that would be appropriate if the heading were a true series. (Exception: Do not include any information in fields 641-642, 644-646.) In the 667 field, give instructions on how the phrase should be handled, e.g., "Give as a quoted note if not already included in the body of the entry."

3) U.S. federal documents. When a phrase not considered to be a series appears on a U.S. federal document, refer the item to GPO for preparation of a series authority record if necessary (see below).

4) Phrase considered a series previous to AACR 2. Add a note in 667 field: "Considered a series previous to AACR 2."

If the series was traced and the AACR 2 choice or form differs from the previously traced form, update the existing series added entries in the catalog to reflect the AACR 2 form. If the series was untraced, do nothing to the pre-AACR 2 bibliographic records.

5. Series considered a phrase previous to AACR 2. Do not add series tracings to pre-AACR 2 records when a heading now considered to be a series was previously considered to be a phrase. When preparing the SAR for the series heading, make the note in a 667 field: "Considered a phrase previous to AACR 2."

Establishing or Re-establishing Document Series

1) Identification of document series

a) Definition. A document is "Any publication bearing a government imprint or a statement that it has been published at government expense. This is to be interpreted to include international organizations consisting of national governments, e.g., United Nations, World Health Organization, International Labour Office."

BEST COPY AVAILABLE

When establishing or re-establishing series headings, note that

(1) publications of institutions created or controlled by a government (universities, colleges, museums, observatories, hospitals, libraries, institutes, etc.) are not to be considered documents;

(2) publications of agricultural experiment stations are to be considered documents;

(3) When in doubt, an item should be treated as a document.

These criteria are applicable only when establishing or re-establishing series headings; they are not to be used in any other context.

b) U.S. documents. U.S. federal document series are established by the Government Printing Office (GPO) Library. GPO is responsible for the cataloging of most U.S. federal documents added to LC's collections and in scope for cataloging. (Exceptions: GPO does not catalog CIP items, serials, reprint editions by commercial publishers, items from pre-1981 arrearages, items judged to be out-of-scope or items for which GPO has already prepared a pre-AACR 2 record.) All U.S. federal document series are established by GPO, whether or not GPO catalogs the item for which the series is established or re-established.

c) UN documents. New UN document series are established according to the normal procedures for document series. When re-establishing a UN document series previously classified as part of the made-up set for UN documents, see below.

2) Establishing a new document series

a. First item received not to be analyzed. If the first item received in the Library is not to be analyzed, a serial cataloger creates a collected set record for the series and prepares a series authority record, with classification as "Collection" and analysis as "In part."

In other respects, follow the procedures in Establishing a New Series above and make the note "Document" in a 667 field on the SAR.

b. First item received to be analyzed. If the first item received in the Library is to be analyzed, a cataloger prepares a series authority record according to the procedures in Establishing a New Series above. In addition, the note "Document" is made in a 667 field on the SAR.

3) No analytics found online, but record found in serials file. If no analytics are found in the catalog but there is a collected set record in the serials file, follow the procedures in Establishing or Re-establishing Series When Records Found in Serials File above, with the following exception:

Analysis: If classification practice is "Separate," show analysis as "In full." If classification practice is "Collection," show analysis as "In part."

Note: Make the note "Document" in a 667 field on the SAR.

4) Re-establishing a document series. Follow the procedures in Re-establishing a Series above, with the following additions and changes:

BEST COPY AVAILABLE

Analysis: Show analysis as "In full" if the series is classified separately. Show analysis as "In part" if the series is classified as a collection.

Note: Make the note "Document" in a 667 field on the SAR.

5) Re-establishing United Nations document series previously in the UN document set.

Under pre-AACR 2 practice, the UN document number was used to create a series heading for UN documents. Any series appearing on UN publications was treated as a subseries of the made-up document series and was classified as a collection in JX1977.A2. Under AACR 2, the document number is given as a quoted note.

When re-establishing a true series formerly classified as part of the made-up UN document series heading, treat the series as new and follow the normal procedures for establishing a document series heading, with the following additions and changes:

a) Classification: Normally show classification practice as "Separate." Exception: If searching results show that the series was at one time classified as a collection with its own call number (e.g., the series is a serial and the serials file record shows that earlier issues had their own call number), show classification practice as "Collection" and give that call number in the 050 field. In addition, show previous classification practice as "Collection" and previous call no. as JX1977.A2.

Notes: Give a note in a 667 field showing that the series was previously part of the UN document set.

b) Updating bibliographic records: Do not change existing bibliographic records which show the item as a part of the made-up document series, classified in JX1977.A2. However, when adding a part to a collected set record for a multipart item, update the record. (This means that since access points are updated to AACR 2 form, the series statement and added entry for the made-up document set are deleted, and the item is reclassified.)

Technical Report Series

1) Identification of a technical report. The term "technical report," as used by the Library of Congress, refers to a brief, unbound item in a numbered series, which comprises an interim report of ongoing research in the general areas of science and technology. (Works in the "soft" sciences and social sciences, e.g., economics or archaeology, are generally excluded.) The report is usually of immediate research value only and is often superseded by a journal article or other more formal publication. Items not treated as technical reports include periodicals, unnumbered series, monographs issued in parts, reprints on clinical medicine and technical agriculture.

Technical reports are kept as a special collection in the Science and Technology Division (or in the Asian Division when they are in Japanese). Most technical reports are not analyzed, but are kept in numerical order and are accessible to the user through listings in abstracting and indexing services. The Technical Reports Section of the Science and Technology Division is responsible for determining which roman alphabet series are treated as technical reports and deciding which items in technical report series are to be analyzed.

N.B.: Technical report treatment can only be used for series new to the Library or for existing series that have been classified separately, as shown on an SAR or by records for analytics found in the data

BEST COPY AVAILABLE

base (or the old manual catalog when it is searched). Series already classed as a collection are treated under the appropriate section of this document.

2) Series authority record is found online. If a series authority record is found online, check the 952 field and the 667 field.

a) Previously rejected as technical report. If the 952 field shows "Rejected as a Technical report," catalog according to normal procedures, following the treatment decisions recorded on the SAR.

b) Technical report note found on SAR. If the 952 or 667 field shows "Technical report," then check the SAR and make any changes needed to ensure that treatment shown is in accord with current practice, as follows:

(1) Classification. Classification should be "Separate;" there should be no additional field showing previous practice as "Collection."

(2) Analysis. Analysis should be "In part."

(3) Notes. "Technical report" notes should appear in both the 667 and 952 fields.

3) No series authority record is found online. If no series authority record is found online and item is a known or suspected technical report and any bibliographic records found in the catalog are classified separately, search the old manual catalog for a technical report form card, which states the location of uncataloged issues of the series.

If evidence is found in the data base (or in the old manual catalog if it is searched), that the series has been classified as a collection (either on bibliographic records for analytics or by an "in LC" collected set record in the serials file), do not consider the series for technical report treatment but follow the procedures in the appropriate section this document.

Form card found, series classified separately. If a form card is found and the series has been classified separately, make an authority record for the series. Follow procedures in the appropriate sections of this document with the following additions and changes:

(1) Classification. Show classification as "Separate."
(2) Analysis. Show analysis as "In part."
(3) Notes. Make "Technical report" notes in the 667 and 952 fields.

If the item being cataloged has been selected for analysis, catalog it according to normal routines. If it has been rejected for analysis, add "[uncataloged in LC]" after the 670 field citation on the SAR.

See References [For linking references and see also reference, see above]

1) Introduction. Unless otherwise noted, the word "series" as used in the following guidelines applies to all categories represented by series authority records: series, multipart items, series-like phrases, and some serials.

Additional access points to series are provided in the form of references. A series authority record contains a complete set of cross references as required, whether the series is classified separately or

BEST COPY AVAILABLE

as a collection. For a series classified as a collection, cross references are traced on the series authority record and, in addition, appropriate added entries are traced on the bibliographic record for the set as a whole. References are always traced on the SAR rather than on a name authority record.

When references are appropriate according to the guidelines below but were not traced under earlier reference policies, make the appropriate addition(s) when next making a change to the series authority record. Generally accept any existing references.

2) Qualifiers. Add an appropriate qualifier (cf. LCRI 25.5B) to the reference when

a) the title referred from is the same as the title proper of another serial (whether this serial is a monographic series or other type);

b) the title referred from is the same as the name of a corporate body.

3) Approach(es) not selected as series heading

a) Heading is uniform title

(1) Make a reference from name/title proper when

(a) the body responsible for the existence of the series explicitly or implicitly is a noncommercial one or is a commercial one whose responsibility extends beyond that of merely publishing the series. In this context consider university presses as "commercial." Note that such a body need not be the actual publisher of the series. When several bodies share the responsibility, give up to three such name/title references.

Environmental sciences and application
x United Nations Institute for Training and Research.
Environmental sciences and application

(b) the name or initials of the body are contained in the title proper although that body may not be the body responsible for the existence of the series. Do not make the reference if the body is a commercial publisher whose only responsibility is that of publishing the series.

Harvard historical monographs
x Harvard University.
Harvard historical monographs
(body responsible: Dept. of History; name/title proper reference also made for that body according to (1) above)

FAO soils bulletin
x Food and Agriculture Organization of the United Nations.
FAO soils bulletin

(c) the series title consists solely of the name of the corporate body but the form of name in the title is not identical with the form of name of the corporate body in its catalog entry form in every respect. Do not regard the presence of a qualifier as a difference.

BEST COPY AVAILABLE

Bŭlgarski Cherven krŭst, T͡Sentralen komitet (Series)
x Bŭlgarski Cherven krŭst. T͡Sentralen komitet.
Bŭlgarski Cherven krŭst, T͡Sentralen komitet

Institut sot͡sialisticheskogo prava (Series)
x Institute of Socialist Law.
Institut sot͡sialisticheskogo prava

but **Suffolk Records Society (Series)**
(no reference)

(2) Make a reference from title proper unless the uniform title is identical with the title proper in all respects except for the addition of a language or of a parenthetical qualifier.

Vietnamese studies. French
x Etudes vietnamiennes

Skrifter (Dansk folkemindesamling)
(no reference from: Skrifter)

b) Heading is name/title proper

(1) Make a reference from title proper.

Library of Congress. Manuscript Division
Registers of papers in the Manuscript Division of the Library of Congress
x Registers of papers in the Manuscript Division of the Library of Congress

Breuil, Henri, 1877-1961
Rock paintings of southern Africa
x Rock paintings of southern Africa

(2) Make a reference from name/title proper for another person or a body sharing the responsibility for the existence of the series. Do not make a reference from a body when the heading is under a personal name.

c) Heading is name/uniform title

(1) Make a reference from title proper.

James, Henry, 1811-1882.
Selections. 1983
x Selected works of Henry James, Sr. 1983

Exception: Do not make a reference from the title proper for a multipart item with an indistinctive title proper when the heading is under a personal name.

Mann, Thomas, 1875-1955
Selections. English. 1983
(no reference from: Selected works (Mann, Thomas, 1875-1955). 1983)

(2) Make a reference from name/title proper unless the uniform title is identical with the title proper in all respects except for the addition of a language or of a parenthetical qualifier or the deletion of an initial article.

BEST COPY AVAILABLE

Sterne, Laurence, 1713-1768
Works. 1978
x Sterne, Laurence, 1713-1768.
Florida edition of the works of Laurence Sterne. 1978

(3) Make a reference from name/title proper for another person or a body sharing the responsibility for the existence of the series. Do not make a reference from a body when the heading is under a personal name.

4) Variations of the title proper. Make see reference(s) if the variations are found in the same item or in a different item with the identical title proper. Construct the reference in the form that would be used as the established heading. Do not make references that are variants of these variations.

a) Parallel title. Make a reference from the first parallel title and from any subsequent parallel title that is in English. If no title is in English and the title proper is in a nonroman script, make a reference from the parallel title that is (in order of preference) in French, German, Spanish, Latin, or any other roman alphabet language.

Befolkningsstatistik og sociologisk statistik
x Bevölkerungs- und Sozialstatistik
x Demographic and social statistics
(no references from: Statistiques démographiques et sociales; Statistiche demografiche e sociali; Sociale en bevolkingsstatistiek)

b) Other title information

(1) Make a reference when other title information could be construed as title proper or as subseries.

(2) When a title in full as well as an initialism representing the words of the title appear in the chief source, make a reference from whichever form is not chosen as the title proper.

c) Other title(s). Make a reference from another title (e.g., cover title, added title page title, spine title,) if important for access to the heading.

5) Partial titles. Do not make references that are variants of these variations.

a) Typographical prominence. Make a reference when the partial title is given typographical prominence.

b) Generic noun. Make a reference from title omitting a generic noun (e.g., Series, Collection, Schriftenreihe) when that noun is at the beginning of the title and is followed by a noun or noun phrase. Apply this provision also to subseries titles.

Schriftenreihe Christliche Perspektiven im Sport
x Christliche Perspektiven im Sport

Exception. Make an inverted reference if the partial title reference would consist only of a proper name, either personal or corporate.

Coleção "Paulo Freire"
x "Paulo Freire," Coleção

c) Person's forename, initial, title. When the title begins with a person's forename(s), initial(s), title, or any combination of them, make the following reference(s):

BEST COPY AVAILABLE

(1) from the surname and the remainder of the title;

(2) from the forename(s) and/or initial(s) and surname and the remainder of the title.

Dr. Leonard P. Schultz ichthyological reprint
x Schultz ichthyological reprint
x Leonard P. Schultz ichthyological reprint

d) Alternative title. Make a reference from an alternative title.

e) Subseries or section title. Make a reference from the subseries or section title unless the title of the subseries or section is dependent on that of the main series or common title or is misleading without that title. If the subseries or section title is preceded by an enumeration or alphabetic designation, omit the enumeration or designation from the reference.

Biblioteca Francisco Javier Clavijero. Serie Mayor. Colección Signo y sociedad
x Colección Signo y sociedad

Petite bibliothèque. Serie C, Science récréative
x Science récréative

Arte e archeologia. Studi e documenti
(no reference from: Studi e documenti)

Social security documentation. Asian series
(no reference from: Asian series)

6) Substitutions. Use judgment when deciding whether a reference that is a modification of the form used in the heading is appropriate in the specific situation. Consider whether users might expect that form to have been the established one and whether the substitution would occur in the first five words. Do not make references that are variants of these references.

a) Make a reference substituting the spelled out form of an abbreviation.

b) Make a reference substituting the word for a sign or symbol (e.g., ampersand).

c) Make a reference substituting the word for an arabic or roman numeral.

d) Make a reference substituting an arabic numeral for a roman numeral or word.

e) Make a reference substituting an alternate form for a word or words.

Database search aids
x Data base search aids

7) Other references for specific situations

a) Phrase at head of title proper. Make a reference if users might expect that phrase to be the title proper.

b) Title through main series. When the subseries is entered separately, always make a reference through the main series.

BEST COPY AVAILABLE

Contributions to paleontology

x Geological Survey professional paper.
Contributions to paleontology

c) Editor. Make a reference from editor/title only if the series or multipart item is likely to be known by the editor's name.

d) Name of serial. Make a reference through the name of the serial (in AACR 2 form) when the name of the serial is contained in the title proper.

Quaderni de la Rivista italiana di previdence sociale
x Rivista italiana di previdence sociale. Quaderni de la Rivista italiana di previdence sociale

e) Corrected title. Make a reference from the uncorrected form of a title that the cataloger has corrected.

f) Change of main entry heading or title of multipart item. Make a reference from the earlier or later heading or title of a numbered multipart item.

g) Series of letters or initialism with/without spacing or separating punctuation. (Does not apply to a person's initials)

(1) Make a reference without spacing or punctuation if heading has internal spacing or separating punctuation.

(2) Make a reference adding internal spacing or separating punctuation only if that form appeared on the item.

h) Romanization/word division. Make a reference from the form representing another romanization or word division policy.

i) Other references. Make any other reference not already mentioned if important for access to the heading.

8) Situations not considered title changes. Some of the information given below already appears in other sections of this document but is repeated here as part of this summary.

a) Re-establishing a series. A difference in title from that seen on pre-AACR 2 analytics and the first item to be processed under AACR 2 may really represent a change in form rather than a title change. Such differences are listed below. Establish the series according to current rules/policies and trace a linking reference from the pre-AACR 2 form; if the linking reference is valid also as a see reference under the guidelines above, omit the "do not make" coding.

(1) A change in the ALA/LC policy for romanization or word division results in a different title.

Vivliothēkē phorologikou dikaiou
x Bibliothēkē phorologikou dikaiou

(2) The title is in a language containing a symbol or numeral which under earlier rules was replaced by the corresponding word or words.

BEST COPY AVAILABLE

Soldatenschicksale des 20. Jahrhunderts als Geschichtsquellen
x Soldatenschicksale des zwanzigsten Jahrhunderts als Geschichtsquellen
(pre-AACR 2 form of heading: Soldatenschicksale des 20. [i.e. zwanzigsten] Jahrhunderts als Geschichtsquellen)

(3) The title of the series was transcribed in truncated form under previous rules.

Occasional papers of the California Academy of Sciences
(pre-AACR 2 form of heading: California Academy of Sciences, San Francisco. Occasional papers)

(4) The series title consists solely of the name of a corporate body and the same form of the same series was under earlier rules considered to lack a title.

Centre de recherches d'histoire ancienne (Series)
(pre-AACR 2 form of heading: Centre de recherches d'histoire ancienne. [Publication])

(5) Evidence indicates that a word such as Bibliotheca, Collection, Edice, Serija was always present as the first word of the title but was heretofore not considered to constitute a part of the title proper.

(6) Bibliographic records for the analytic entries of a numbered series in the data base show a clear pattern of fluctuation. Examples: indiscriminate usage of the singular and plural forms of the title; multiple forms of the same word; indiscriminate omission or inclusion of a word such as "Series," "Collection" (a phenomenon observed especially with French series); language of the title proper of a multilingual series fluctuates from item to item among several languages. Base the heading on the form and language of the first issue if it is in the data base; if the first issue is not in the data base, base the heading on the item being cataloged. Make see references to cover the variation(s) in addition to the linking reference from the pre-AACR 2 established form.

Special publication (National Genealogical Society)
x Special publications (National Genealogical Society)

Documents économiques.
x Wirtschaftswissenschaftliche Beiträge

b. SAR already online. A difference in title from what was used as the basis for the heading on the SAR and what appears on the item may represent a variation rather than a title change that would require another SAR. Such differences are listed below. Add a 670 field to the existing SAR showing the variation appearing on the item being cataloged and make a see reference from that variation.

(1) Multiple forms of the same word. Do not consider that the title has changed if the change is merely in the representation of a word as in the cases below.

(a) Abbreviated word vs. spelled out form.

(b) Initialisms and letters with separating punctuation vs. those without separating punctuation.

BEST COPY AVAILABLE

(c) Numbers or dates vs. spelled out form.

(d) Signs and symbols (e.g., "&") vs. spelled out form.

(e) Hyphenated words vs. unhyphenated word(s).

(f) One-word compounds vs. two-word compounds.

(2) Fluctuating titles. This provision for a numbered series usually cannot be applied at the first occurrence of a change but only after at least two SARs have been created for title changes and a clear pattern has been observed. This provision can be applied at the first occurrence if evidence (e.g., several issues or a listing of titles) illustrates a clear pattern. The pattern may be two or more titles used for a series in a single language or the title in different languages according to the text of items in a multilingual series. Retain the SAR for the earliest item and make reference(s) from the other title(s).

LANGUAGE CODES

Introduction

This list was developed for use in MARC records. It is reviewed and updated from time to time as new codes are created. The initial development of list was based on

1) Languages processed by the National Agricultural Library

2) MARC I Pilot Project language code list and the languages processed by the Library of Congress

3) Languages contained on the MEDLARS LANDS File (Language and Subheading File) of the National Library of Medicine

4) Languages studied by the Defense Languages Institute of the Department of Defense.

Individual Codes

The original decisions concerning the languages to be included and the form of the language names were based on an examination of the sources listed above, plus information derived from the language list of the Center for Applied Linguistics, the subject heading authority files of the Library of Congress, and consultation with language specialists within the Library of Congress.

Additional codes for individual languages have been created when it has become apparent that a significant body of literature in a particular language already existed or when it has been determined that the amount of material published in a language was growing.

Only written languages have been included in the list. Generally, only one code is provided for a given language, even if that language can be written in more than one set of characters. In a few cases, however, separate codes have been provided for the same spoken language written in different characters; for example, two codes exist for Serbo-Croatian, one for that language written in the Cyrillic alphabet and one for it written in the Roman alphabet.

Structure of the Codes

Except where it has been necessary to resolve conflicts, language codes have been created using the first three letters of the English form of the language name. In the case of the modern and the older forms of

BEST COPY AVAILABLE

some languages, the initial letters of each part of the language name were used to form the code, e.g., GMH for Middle High German and GOH for Old High German.

Language codes appear in MARC records in lowercase letters.

Language Groups

Because it is not practical to establish a separate code for every language or dialect that is encountered, group codes have been created to identify languages and dialects for which separate codes are not warranted by the amount of published material. These group codes are generally at a very broad level, such as Romance (Other) or Indic (Other). For example, the language Cumana is not assigned a code of its own but is instead assigned the code SAI for South American Indian (Other). Ancient languages for which there are not unique codes are assigned the code for the major language group to which each belongs rather than the code for the modern language that evolved from it. Thus Old Swedish is assigned the code GEM for the language group Germanic (Other), instead of the code SWE for modern Swedish.

More recently some group codes have been established at an intermediate level when individual languages and dialects within that group did not warrant discrete codes, yet where it was felt that assignment to one of the very broad group codes was not sufficiently specific. A code designating the group of Athapascan languages has been created, for example, and that code, rather than the code for North American Indian (Other), will be assigned to Athapascan languages not having their own codes.

Only a few of the languages assigned to the broadest group codes appear on this list. A comprehensive list that includes individual codes as well as assignments to group codes will be published at a later date.

Special Codes

Two codes have been provided to identify situations rather than specific languages. The code MUL for Multilingual is most commonly assigned as an additional code whenever more than six languages are represented in one physical item (the language of the title is given as the first code).

The code UND for Undetermined is assigned as an additional code to translations for which the original language cannot be or has not been determined.

Cross References

a) Alternate names. Cross references have been provided in some cases from alternate spellings or variant names when it was judged that those references would be helpful.

Pashto USE Pushto (pus)
Siamese USE Thai (tha)
Castilian USE Spanish (spa)

b) Assignments to larger groups. A few references have been made from the names of individual languages to the larger language groups to which they have been assigned.

Nandi USE Nilo-Saharan African (Other) (ssa)
Mohegan USE Algonquian languages (alg)

BEST COPY AVAILABLE

Asterisked Forms

Wherever possible, entries in the list are made under the form established in Library of Congress Subject Headings. Such forms are followed by an asterisk whenever they appear as an entry term or in the reference tracing under the code to which they have been assigned. Only the asterisked forms in this list are valid for use in uniform titles and notes.

Abnaki* USE Algonquian languages (alg)
ace Achinese*
ach Acholi
x Acoli*
Acoli* USE Acholi (ach)
ada Adangme*
Afghan USE Pushto (pus)
afh Afrihili*
afr Afrikaans*
afa Afro-Asiatic (Other)
Ainu* USE Miscellaneous (mis)
aka Akan*
akk Akkadian*
x Assyro-Babylonian
alb Albanian*
ale Aleut*
Algonkin* USE Ojibwa (oji)
alg Algonquian languages
x Abnaki*
x Fox*
x Malecite
x Menominee*
x Mohegan
x Passamaquoddy*
x Penobscot
x Potowatomi*
ajm Aljamía*
Amarinya USE Amharic (amh)
amh Amharic*
x Amarinya
Ancient Greek USE Greek, Ancient (to 1453) (grc)
Ancient Hebrew USE Hebrew (heb)
Anglo-Norman USE Romance (Other) (roa)
ang Anglo-Saxon (ca. 600-1100)
x English, Old
x Old English
Annamese USE Vietnamese (vie)
Anzanite USE Elamite (elx)
apa Apache*
ara Arabic*
arc Aramaic*
x Chaldean
arp Arapaho*
arn Araucanian*
arw Arawak*
arm Armenian*
Armoric USE Breton (bre)
art Artificial (Other)
Ashanti USE Niger-Kordofanian (Other) (nic)
asm Assamese*
Assiniboin* USE Dakota (dak)
Assyro-Babylonian USE Akkadian (akk)

BEST COPY AVAILABLE

ath Athapascan languages
x Carrier*
x Chipewyan
x Dogrib
x Hare
x Kaska
x Kawchottine
x Kiowa Apache
x Koyukon*
x Kutchin*
x Montagnais (Athapascan)
x Sarsi*
x Sekani-Beaver
x Slave*
x Tagish
x Tahltan
x Thlingchadinne*
x Tsattine*
x Tsilkotin*
x Upper Umpqua

map Austronesian (Other)
x Iai*
x Malayo-Polynesian (Other)
x Nguna*

Avar USE Avaric (ava)

ava Avaric*
x Avar

ave Avesta*
x Avestan

Avestan USE Avesta (ave)

awa Awadihi*

aym Aymara*

aze Azerbaijani*
x Azeri

Azeri USE Azerbaijani (aze)

Aztec* USE Nahuatlan (nah)

ban Balinese*

bat Baltic (Other)

bal Baluchi*
x Biluchi

Bamana USE Bambara (bam)

bam Bambara*
x Bamana

bai Bamileke languages

bad Banda*

Bantu USE Niger-Kordofanian (Other) (nic)

bas Basa*

bak Bashkir*

baq Basque*

Bedja USE Beja (bej)

bej Beja*
x Bedja
x Bishari

Bella Bella USE Wakashan languages (wak)

Bella Coola USE Salishan languages (sal)

bel Belorussian
x Byelorussian*

bem Bemba*

ben Bengali*

Beothuk* USE North American Indian (Other) (nai)

ber Berber languages

bho Bhojpuri*
x Nagpuria*

Biblical Greek USE Greek, Ancient (to 1453) (grc)

bik Bikol*

BEST COPY AVAILABLE

Biloxi* USE Siouan languages (sio)
Biluchi USE Baluchi (bal)
bin Bini*
Bishári USE Beja (bej)
bla Blackfoot
x Siksika*
Bohemian USE Czech (cze)
bra Braj*
bre Breton*
x Armoric
bug Buginese*
bul Bulgarian*
Bulgarian, Old USE Church Slavic (chu)
bur Burmese*
Bushman USE Nilo-Saharan (Other) (ssa)
Byelorussian* USE Belorussian (bel)
Byzantine Greek USE Greek, Ancient (to 1453) (grc)
cad Caddo*
cam Cambodian
x Khmer*
Canarese USE Kannada (kan)
car Carib
Carrier* USE Athapascan languages (ath)
Castilian USE Spanish (spa)
cat Catalan*
cau Caucasian (Other)
Cayuga USE Iroquoian languages (iro)
ceb Cebuano*
Celtic languages USE codes for names of languages comprising that group: Breton (bre); Cornish (cor); Gaelic (Scots) (gae); Irish (iri); Manx (max); Welsh (wel)
Central Magahi USE Magahi (mag)
cai Central American Indian (Other)
Cewa USE Nyanja (nya)
chg Chagatai*
Chaldean USE Aramaic (arc)
cha Chamorro*
che Chechen*
x Tchetchen
chr Cherokee*
Chewa* USE Nyanja (nya)
chy Cheyenne*
chb Chibcha*
ChiChewa USE Nyanja (nya)
Chichimeca-Jonaz USE Otomian languages (oto)
chi Chinese*
chn Chinook Jargon
Chipewyan* USE Athapascan languages (ath)
Chippewa* USE Ojibwa (oji)
Chiwere USE Siouan languages (sio)
cho Choctaw*
Chontal of Tabasco USE Mayan languages (myn)
Chorti* USE Mayan languages (myn)
chu Church Slavic*
x Bulgarian, Old
x Old Bulgarian
x Old Church Slavonic
chv Chuvash*
CiNyanja USE Nyanja (nya)
Classical Greek USE Greek, Ancient (to 1453) (grc)
Comox USE Salishan languages (sal)
Congo USE Kongo (kon)
cop Coptic*
cor Cornish*

BEST COPY AVAILABLE

cre Cree*
x Montagnais (Cree)
x Nascapee*
Creek* USE Muskogee (mus)
crp Creoles and Pidgins (Other)
cpe Creoles and Pidgins, English-based (Other)
x Pidgin English*
cpf Creoles and Pidgins, French-based (Other)
cpp Creoles and Pidgins, Portuguese-based (Other)
Croatian USE Serbo-Croatian (Roman) (scr)
Crow USE Siouan languages (sio)
cus Cushitic (Other)
cze Czech*
x Bohemian
dak Dakota*
x Assiniboin*
x Lakota
x Santee*
x Sioux
x Teton*
x Yankton*
dan Danish*
Dano-Norwegian USE Norwegian (nor)
del Delware*
Demotic USE Egyptian (egy)
Denca USE Dinka (din)
din Dinka*
x Denca
doi Dogri*
x Kangri*
x Kongri
Dogrib USE Athapascan languages (ath)
dra Dravidian (Other)
dua Duala*
dut Dutch*
x Flemish
x Netherlandic
dum Dutch, Middle (ca. 1050-1350)
x Middle Dutch
dyu Dyula*
efi Efik*
x Ibidio
egy Egyptian*
x Demotic
x Hieratic
x Hieroglyphics
eka Ekajuk*
elx Elamite*
x Anzanite
x Susian
eng English*
enm English, Middle (ca. 1100-1500)
x Middle English
English, Old USE Anglo-Saxon (ca. 600-1100) (ang)
Erse USE Irish (iri)
esk Eskimo
x Eskimoan
x Greenlandic
x Yupik
Eskimoan USE Eskimo (esk)
esp Esperanto*
est Estonian*
eth Ethiopic*
x Ge'ez
Etruscan* USE Miscellaneous (mis)
ewe Ewe*

BEST COPY AVAILABLE

ewo Ewondo*

Fan* USE Fang

fan Fang

x Fan*

fat Fanti*

far Faroese*

Farsi USE Persian, Modern (per)

fij Fijian*

Filipino USE Tagalog (tag)

fin Finnish*

fiu Finno-Ugrian (Other)

x Udmurt

x Votyak

Flemish USE Dutch (dut)

fon Fon*

Fox* USE Algonquian languages (alg)

fre French*

frm French, Middle (ca. 1400-1600)

x Middle French

fro French, Old (ca. 842-1400)

x Old French

fri Frisian

ful Fulah*

gaa Ga*

Gaelic (Irish) USE Irish (iri)

gae Gaelic (Scots)

x Scots Gaelic

gal Galla*

gag Gallegan*

Ganda* USE Luganda (lug)

gay Gayo*

Ge'ez USE Ethiopic (eth)

geo Georgian*

ger German*

gmh German, Middle High (ca. 1050-1500)

x Middle High German

goh German, Old High (ca. 750-1050)

x Old High German

gem Germanic (Other)

x Lallans

x Lowlands Scots

x Middle Scots

x Old Swedish

x Pennsylvania Dutch*

x Swedish, Old

gil Gilbertese*

Gipsy USE Romany (rom)

gon Gondi*

got Gothic*

grb Grebo*

grc Greek, Ancient (to 1453)

x Ancient Greek

x Biblical Greek

x Byzantine Greek

x Classical Greek

x Greek, Biblical

x Greek, Byzantine

x Greek, Classical

x Greek, Hellenistic

x Greek, Medieval

x Greek, Patristic

x Hellenistic Greek

x Medieval Greek

x Patristic Greek

BEST COPY AVAILABLE

Greek, Biblical USE Greek, Ancient (to 1453) (grc)
Greek, Byzantine USE Greek, Ancient (to 1453) (grc)
Greek, Classical USE Greek, Ancient (to 1453) (grc)
Greek, Hellenistic USE Greek, Ancient (to 1453) (grc)
Greek, Medieval USE Greek, Ancient (to 1453) (grc)
gre Greek, Modern (1453-)
Greek, Patristic USE Greek, Ancient (to 1453) (grc)
Greenlandic USE Eskimo (esk)
gua Guarani*
Guerze USE Kpelle (kpe)
guj Gujarati*
Gypsy USE Romany (rom)
hai Haida*
Haisla* USE Wakashan languages (wak)
Halkomelem USE Salishan languages (sal)
Hare USE Athapascan languages (ath)
hau Hausa*
haw Hawaiian*
heb Hebrew*
x Ancient Hebrew
x Modern Hebrew
Heiltsuk* USE Wakashan languages (wak)
Hellenistic Greek USE Greek, Ancient (to 1453) (grc)
her Herero*
Hidatsa* USE Siouan languages (sio)
Hieratic USE Egyptian (egy)
Hieroglyphics USE Egyptian (egy)
hil Hiligaynon*
him Himachali*
hin Hindi
hmo Hiri Motu*
Hottentot USE Nilo-Saharan (Other) (ssa)
hun Hungarian*
x Magyar
hup Hupa*
Iai* USE Austronesian (Other) (map)
iba Iban*
Ibidio USE Efik (efi)
ice Icelandic*
ibo Igbo*
ijo Ijo*
ilo Ilocano
x Iloko*
Iloko* USE Ilocano (ilo)
inc Indic (Other)
ine Indo-European (Other)
x Irish, Old
x Old Irish
ind Indonesian*
int Interlingua
ira Iranian (Other)
iri Irish*
x Erse
x Gaelic (Irish)
Irish, Old USE Indo-European (Other) (ine)
iro Iroquoian languages
x Cayuga
x Oneida*
x Onondaga*
x Seneca*
X Tuscarora*
Isi-Xosa USE Xhosa (xho)
ita Italian*
x Milanese
Jacalteca* USE Mayan languages (myn)

BEST COPY AVAILABLE

jpn Japanese* [Use for related Japanese languages and dialects.]
jav Javanese*
Javanese, Old USE Kawi (kaw)
jrb Judeo-Arabic*
Judeo-German USE Yiddish (yid)
jpr Judeo-Persian*
Judeo-Spanish USE Ladino (lad)
kab Kabyle*
kac Kachin*
Kafir USE Xhose (xho)
kam Kamba*
Kanarese USE Kannada (kan)
Kangri* USE Dogri (doi)
kan Kannada*
x Canarese
x Kanarese
kau Kanuri*
kaa Karakalpak
kar Karen*
kas Kashmiri*
Kaska USE Athapascan languages (ath)
Kawchottine USE Athapascan languages (ath)
kaw Kawi*
x Old Javanese
kaz Kazakh*
Kechua USE Quechua (que)
Kekchi USE Mayan languages (myn)
Kewa* USE Papuan-Australian (Other) (paa)
kha Khasi*
Khmer* USE Cambodian (cam)
khi Khoisan (Other)
kho Khotanese*
x Saka
Kiché USE Mayan languages (myn)
kik Kikuyu*
kin Kinyarwanda
x Ruanda*
Kiowa Apache USE Athapascan languages (ath)
kir Kirghiz*
Kirundi USE Rundi (run)
kon Kongo*
x Congo
Kongri USE Dogri (doi)
kok Konkani*
kor Korean* [Use for related Korean languages and dialects.]
Koyukon* USE Athapascan languages (ath)
kpe Kpelle*
x Guerze
kro Kru*
kua Kuanyama*
kur Kurdish*
kru Kurukh*
kus Kusaie*
Kutchin* USE Athapascan languages (ath)
kut Kutenai*
Kwakiutl* USE Wakashan languages (wak)
Lacandon Maya USE Mayan languages (myn)
Ladin USE Rhaeto-Romance (roh)
lad Ladino*
x Judeo-Spanish
x Sephardic
lah Lahndā*
x Panjabi (Western)
Lakota USE Dakota (dak)
Lallans USE Germanic (Other) (gem)

BEST COPY AVAILABLE

lam Lamba*
Landsmaal USE Norwegian (nor)
lan Langue d'oc (post-1500)
x Occitan, Modern (post-1500)
x Provençal, Modern (post-1500)
lao Lao*
lap Lapp
lat Latin*
lav Latvian*
x Lettish
Lettish USE Latvian (lav)
Lillooet* USE Salishan languages (sal)
lin Lingala*
lit Lithuanian*
Lolo (Bantu) USE Mongo (lol)
Lowland Scots USE Scots (sco)
loz Lozi*
lub Luba
lug Luganda
x Ganda*
lui Luiseño
lun Lunda*
luo Luo (Kenya and Tanzania)*
mac Macedonian
Madagascan USE Malagasy (mla)
mad Madurese*
mag Magahi*
x Central Magahi
x Magahi, Central
x Magahi, Northern
x Magahi, Southern
x Northern Magahi
x Southern Magahi
Magahi, Central USE Magahi (mag)
Magahi, Northern USE Magahi (mag)
Magahi, Southern USE Magahi (mag)
Magyar USE Hungarian (hun)
mai Maithili*
mak Makasar*
mla Malagasy*
x Madagascan
may Malay*
mal Malayalam*
Malayo-Polynesian (Other) USE Austronesian (Other) (map)
Malecite USE Algonquian languages (alg)
mlt Maltese*
Mandan* USE Siouan languages (sio)
man Mandingo*
mni Manipuri*
mno Manobo*
max Manx*
mao Maori*
mar Marathi*
mah Marshall*
mwr Marwari*
mas Masai*
Mashona USE Shona (sho)
Matlatzinca* USE Otomian languages (oto)

BEST COPY AVAILABLE

myn Mayan languages
x Chontal of Tabasco
x Chorit*
x Jacalteca*
x Kekchi
x Kiché
x Lacandon Maya
x Mopan Maya
x Quiché*
x Tzeltal*
x Tzotzil*
Mazahua USE Otomian languages (oto)
Mbundu (Benguela District) USE Umbundu (umb)
Medieval Greek USE Greek, Ancient (to 1453) (grc)
men Mende*
Menominee* USE Algonquian languages (alg)
mic Micmac
Middle Dutch USE Dutch, Middle (ca. 1050-1350) (dum)
Middle English USE English, Middle (ca. 1100-1500) (enm)
Middle French USE French, Middle (ca. 1400-1600) (frm)
Middle High German USE German, Middle High (ca. 1050-1500) (gmh)
Middle Persian USE Pahlavi (pal)
Middle Scots USE Germanic (Other) (gem)
Milanese USE Italian (ita)
min Minangkabau*
mis Miscellaneous
x Ainu*
x Etruscan*
Modern Hebrew USE Hebrew (heb)
moh Mohawk*
Mohegan USE Algonquian languages (alg)
mol Moldavian*
Mole USE Mossi (mos)
mkh Mon Khmer (Other)
lol Mongo*
x Lolo (Bantu)
mon Mongol
x Mongolian*
Mongolian* USE Mongol (mon)
Montagnais (Athapascan) USE Athapascan languages (ath)
Montagnais (Cree) USE Cree (cre)
Mopan Maya USE Mayan languages (myn)
More USE Mossi (mos)
mos Mossi
x Mole
x More
mul Multilingual
x Polyglot
mun Munda (Other)
mus Muskogee
x Creek*
Nagpuria* USE Bhojpuri (bho)
nah Nahuatlan
x Aztec*
Nandi* USE Nilo-Saharan (Other) (ssa)
Nano USE Umbundu (umb)
Nascapee* USE Cree (cre)
nav Navajo*
nde Ndebele (Zimbabwe)*
ndo Ndonga*
Neo-Syriac USE Syriac (syr)
nep Nepali*
Netherlandic USE Dutch (dut)

BEST COPY AVAILABLE

new Newari*
Nguna* USE Austronesian (Other) (map)
Niger-Congo (Other) USE Niger-Kordofanian (Other) (nic)
nic Niger-Kordofanian (Other)
x Ashanti
x Bantu
x Niger-Congo (Other)
x Nyanga*
x Sudanic group
ssa Nilo-Saharan (Other)
x Bushman
x Hottentot
x Nandi*
x Sub-Saharan African (Other)
Nitinat USE Wakashan languages (wak)
niu Niuean*
Nootka* USE Wakashan languages (wak)
nai North American Indian (Other)
x Beothuk*
Northern Magahi USE Magahi (mag)
nso Northern Sotho
x Sotho, Northern
nor Norwegian*
x Dano-Norwegian
x Landsmaal
x Riksmaal
Ntlakyapamuk* USE Salishan languages (sal)
nub Nubian*
nym Nyamwezi*
Nyanga* USE Niger Kordofanian (Other) (nic)
nya Nyanja*
x Cewa
x Chewa
x ChiChewa
x CiNyanja
nyn Nyankole*
nyo Nyoro*
nzi Nzima*
Occitan, Modern (post-1500) USE Langue d oc (post-1500) (lan)
Occitan, Old (to 1500) USE Provencal (to 1500) (pro)
Ocuiltec USE Otomian languages (oto)
Ofogoula* USE Siouan languages (sio)
oji Ojibwa
x Algonkin*
x Chippewa*
x Ottawa*
x Salteaux
Okinagan* USE Salishan languages (sal)
Old Bulgarian USE Church Slavic (chu)
Old Church Slavonic USE Church Slavic (chu)
Old English USE Anglo-Saxon (ca. 600-1100) (ang)
Old French USE French, Old (ca. 842-1400) (fro)
Old High German USE German, Old High (ca. 750-1050) (goh)
Old Irish USE Indo-European (Other) (ine)
Old Persian USE Persian, Old (ca. 600 B.C.-400 B.C) (peo)
Old Provencal (to 1500) USE Provencal (to 1500) (pro)
Old Russian USE Slavic (Other) (sla)
Old Swedish USE Germanic (Other) (gem)
Oneida* USE Iroquoian languages (iro)
Onondaga* USE Iroquoian languages (iro)
ori Oriya*
osa Osage*

BEST COPY AVAILABLE

Osmanli USE Ottoman Turkish (Arabic script) (ota)

oss Ossetic*

Ostiak Samoyed USE Selkup (sel)

Othomi USE Otomian languages (oto)

Otomi* USE Otomian languages (oto)

oto Otomian languages
- x Chichimeca-Jonaz
- x Matlatzinca*
- x Mazahua
- x Ocuiltec
- x Othomi
- x Otomi*
- x Pame

Ottawa* USE Ojibwa (oji)

ota Ottoman Turkish
- x Osmanli

pal Pahlavi*
- x Middle Persian
- x Pehlevi
- x Persian, Middle

pau Palauan*

pli Pali*

Pame USE Otomian languages (oto)

pam Pampanga*

pag Pangasinan*

pan Panjabi*
- x Punjabi

Panjabi (Western) USE Lahnda (lah)

pap Papiamento*

paa Papuan-Australian (Other)
- x Kewa*

Passamaquoddy* USE Algonquian languages (alg)

Patristic Greek USE Greek, Ancient (to 1453) (grc)

Pashto USE Pushto (pus)

Pehlevi USE Pahlavi (pal)

Pennsylvania Dutch* USE Germanic (Other) (gem)

Penobscot USE Algonquian languages (alg)

Persian, Middle USE Pahlavi (pal)

per Persian, Modern
- x Farsi

peo Persian, Old (ca. 600 B.C.-400 B.C)
- x Old Persian

Pidgin English* USE Creoles and Pidins, English-based (cpe)

Pilipino USE Tagalog (tag)

pol Polish*

pon Ponape*

Polyglot USE Multilingual (mul)

por Portuguese*

Potawatomi* USE Algonquian languages (alg)

pra Prakrit*

pro Provençal (to 1500)
- x Occitan, Old (to 1500)
- x Old Provençal (to 1500)
- x Provençal, Old (to 1500)

Provençal, Modern (post-1500) USE Langue d'oc (post-1500) (lan)

Provençal, Old (to 1500) USE Provençal (to 1500) (pro)

Punjabi USE Panjabi (pan)

pus Pushto*
- x Afghan
- x Pashto

que Quechua*
- x Kechua

Quiché* USE Mayan languages (myn)

Raeto-Romance* USE Rhaeto-Romance (roh)

BEST COPY AVAILABLE

raj Rajasthani*
rar Rarotongan*
roh Rhaeto-Romance
x Ladin
x Raeto-Romance
x Romansh
x Rumansh
x Sur-silvan
Riksmaal USE Norwegian (nor)
roa Romance (Other)
x Anglo-Norman
rum Romanian*
x Rumanian
Romansh USE Rhaeto-Romance (roh)
rom Romany*
x Gipsy
x Gypsy
Ruanda* USE Kinyarwanda (kin)
Rumanian USE Romanian (rum)
Rumansh USE Rhaeto-Romance (roh)
run Rundi*
x Kirundi
Russian*
Russian, Old USE Slavic (Other) (sla)
Ruthenian USE Ukrainian (ukr)
Saka USE Khotanese (kho)
Salish* USE Salishan languages (sal)
sal Salishan languages
x Bella Coola
x Comox
x Halkomelem
x Lillooet*
x Ntlakyapamuk*
x Okinagan*
x Salish*
x Seechelt
x Shuswap*
x Squawmish*
x Straits Salish
x Thompson
Salteaux USE Ojibwa (oji)
sam Samaritan Aramaic*
sao Samoan*
sad Sandawe*
sag Sango*
san Sanskrit
x Vedic*
Santee* USE Dakota (dak)
Sarsi* USE Athapascan languages (ath)
sco Scots*
x Lowland Scots
Scots Gaelic USE Gaelic (Scots) (gae)
Sechuana USE Tswana (tsw)
Seechelt USE Salishan languages (sal)
Sekani-Beaver USE Athapascan languages (ath)
sel Selkup*
x Ostiak Samoyed
sem Semitic (Other)
Seneca* USE Iroquoian languages (iro)
Sephardi USE Ladino (lad)
Serbian USE Serbo-Croatian (Cyrillic) (scc)
scc Serbo-Croatian (Cyrillic)
x Serbian
scr Serbo-Croatian (Roman)
x Croatian
srr Serer*

BEST COPY AVAILABLE

SeSotho group USE Southern Sotho (sso)
Sesuto USE Southern Sotho (sso)
shn Shan*
sho Shona*
x Mashona
Shuswap* USE Salishan languages (sal)
Siamese USE Thai (tha)
sid Sidamo*
Siksika* USE Blackfoot (bla)
snd Sindhi*
snh Sinhalese*
sit Sino-Tibetan (Other)
sio Siouan languages
x Biloxi*
x Chiwere
x Crow
x Hidatsa*
x Mandan*
x Ofogoula*
x Tutelo*
x Winnebago*
Sioux USE Dakota (dak)
Slave* USE Athapascan languages (ath)
sla Slavic (Other)
x Old Russian
x Russian, Old
slo Slovak*
slv Slovenian*
sog Sogdian*
som Somali*
son Songhai*
Sorbian languages USE Wendic (wen)
Sorbic USE Wendic (wen)
Sotho* USE Southern Sotho (sso)
Sotho, Northern USE Northern Sotho (nso)
Sotho, Southern USE Southern Sotho (sso)
sai South American Indian (Other)
Southern Magahi USE Magahi (mag)
sso Southern Sotho
x SeSotho group
x Sesuto
x Sotho*
x Sotho, Southern
spa Spanish*
x Castilian
Squawmish* USE Salishan languages (sal)
Straits Salish USE Salishan languages (sal)
Sub-Saharan African (Other) USE Nilo-Saharan (Other) (ssa)
Sudanic Group USE Niger-Kordofanian (Other) (nic)
suk Sukuma
sux Sumerian*
sun Sundanese*
Sur-silvan USE Rhaeto-Romance (roh)
Susian USE Elamite (elx)
sus Susu*
swa Swahili*
swz Swazi*
swe Swedish*
Swedish, Old USE Germanic (Other) (gem)
syr Syriac*
x Neo-Syriac
Tadzhik USE Tajik (taj)
tag Tagalog*
x Filipino
x Pilipino

BEST COPY AVAILABLE

	Tagish USE Athapascan languages (ath)
tah	Tahitian*
	Tahltan USE Athapascan languages (ath)
taj	Tajik*
	x Tadzhik
tam	Tamil*
tar	Tatar*
	Tchetchen USE Chechen (che)
tel	Telugu*
tem	Temne
	x Timne*
ter	Tereno*
	Teton* USE Dakota (dak)
tha	Thai*
	x Siamese
	Thlingchadinne* USE Athapascan languages (ath)
	Thompson USE Salishan languages (sal)
tib	Tibetan*
tig	Tigré*
tir	Tigriña*
	Timne* USE Temne (tem)
tiv	Tivi*
tli	Tlingit*
tog	Tonga (Nyasa)*
ton	Tonga (Tonga Islands)*
tru	Truk*
	Tsattine* USE Athapascan languages (ath)
	Tsilkotin* USE Athapascan languages (ath)
tsi	Tsimshian*
tso	Tsonga*
tsw	Tswana*
	x Sechuana
tum	Tumbuka*
tur	Turkish*
tuk	Turkmen*
	x Turkoman
tut	Turko-Tataric (Other)
	Turkoman USE Turkmen (tuk)
	Tuscarora* USE Iroquoian languages (iro)
	Tutelo* USE Siouan languages (sio)
twi	Twi*
	Tzeltal* USE Mayan languages (myn)
	Tzotzil* USE Mayan languages (myn)
	Udmurt USE Finno-Ugrian (Other) (fiu)
uga	Ugaritic*
uig	Uigur*
ukr	Ukrainian*
	x Ruthenian
umb	Umbundu
	x Mubundu (Benguela District)
	x Nano
und	Undetermined
	Upper Umpqua USE Athapascan languages (ath)
urd	Urdu*
uzb	Uzbek*
vai	Vai*
	Vedic* USE Sanskrit (san)
ven	Venda*
vie	Vietnamese*
	x Annamese
	Vote USE Votic (vot)
	Votian USE Votic (vot)
vot	Votic
	x Vote
	x Votian
	x Votish

BEST COPY AVAILABLE

Votish USE Votic (vot)
Votyak USE Finno-Ugrian (Other) (fiu)
wak Wakashan languages
x Bella Bella
x Haisla*
x Heiltsuk*
x Kwakiutl*
x Nitinat
x Nootka*
wal Walamo
war Waray*
was Washo*
wel Welsh*
wen Wendic
x Sorbian languages
x Soric
x Wendish
Wendish USE Wendic (wen)
Winnebago* USE Siouan languages (sio)
wol Wolof*
xho Xhosa*
x Isi-Xosa
x Kafir
x Xosa
Xosa USE Xhosa (xho)
Yankton* USE Dakota (dak)
yao Yao (Bantu)
yap Yap*
yid Yiddish*
x Judeo-German
yor Yoruba*
Yupik USE Eskimo (esk)
zap Zapotec*
zen Zenaga*
zul Zulu*
zun Zuni

RELATOR TERMS FOR ARCHIVAL MOVING IMAGE CATALOGING

A list of terms relating name headings to moving image works being cataloged was created by a group of film and television cataloging experts meeting as the Ad-Hoc Technical Committee of the National Center for Film and Video Preservation at the American Film Institute. The list is designed for use in standard bibliographic records for archival moving image materials that are created according to AACR 2, the interpretive manual, Archival Moving Image Materials: A Cataloging Manual, and the MARC Visual Materials Format. The terms will appear in MARC records following personal names (field 700) in subfield "e."

The list includes broad terms which, for the most part, designate "function" rather than "agent" for the person carrying out a function. The choice of categories for these broad terms of function is based upon the hierarchical structure found in the Glossary of Filmographic Terms compiled by the Fédération internationale des archives du film (FIAF) (Brussels : FIAF, 1985). The Ad-Hoc Technical Committee of the National Center for Film and Video Preservation chose this approach in order to create a short, practical list that could collect the numerous, non-standard credit terms (often found on moving image works) into useful categories for the creation of indexes. The few terms included in the list that are suggestive of an agent performing a function, rather than the function itself, refer to on-camera functions and are, like the function terms, broad in nature.

BEST COPY AVAILABLE

In employing these terms for use with added entries, archival catalogers need not fear the loss of specific information found on the item or in appropriate secondary reference sources. Specific terms can and should be recorded in the statement of responsibility and in the note area (MARC fields 245, 508, and 511) for each bibliographic record. Archives may include as many names--together with transcribed credits --as they wish in the note area. (Added entries are not required for each name included in notes.) Archives not wishing to use subfield "e" do not need to apply these standard terms.

Credits: John Doe, director, scenarist; Amy Smith, assistant director; Bill Brown, producer, author; Jill Johnson, associate producer, casting director.

Added entries:
1. Doe, John, direction.
2. Doe, John, writing.
3. Smith, Amy, direction.
4. Brown, William B., production.
5. Brown, William B., writing
6. Johnson, Jill, production.

Note that, since subfield "e" is not repeatable, names with differing functions must appear more than once. Note also that broad function terms, used in this way, eliminate some duplication, and help clarify, for example, that Jill Johnson is not actually the producer (more specific meaning), but performs production functions.

The list of relator terms will be maintained and updated by the Technical Governance Committee of the National Center for Film and Video Preservation for its National Database/Network of Archival Moving Images. Suggestions for additions and/or changes to the list should be directed to:

Mr. Joseph Empsucha
Archivist
National Center for Film and Video Preservation
American Film Institute
The John F. Kennedy Center for the Performing Arts
Washington, D.C. 20566

For guidance in choosing appropriate terms, refer to the explanatory notes in the list and to the FIAF glossary, which provides specific help with foreign language credits, specifically Spanish, German, French, and Russian.

Relator Term List

Anchor: Use for the newscaster who is in overall control of the presentation of a news or current affairs program. See also "Reporter."

Animation: Use for person(s) responsible for the arts, techniques, and processes involved in photographically or electronically giving apparent movement to inanimate objects or drawings, often by means of photographing the objects or drawings one frame at a time, each time so slightly different that, when projected in sequence, they appear to move.

Camera: Use for person(s) involved with the technical aspects of lighting and photographing either staged scenes and/or actual events. Use for person(s) responsible for or involved in the choice of angles and setups of the camera, the mood of the lighting,

BEST COPY AVAILABLE

the placement and adjustment of light sources, the choice of lenses, and any further technical processing of the film or tape material up to the completion of the work

Cast — Use for actors portraying characters as required by a script. Use for groups of people, such as The Kingston Trio, when they act as scripted characters other than themselves; use for animals, such as Lassie.

Choreography: — Use for those involved with the planning, staging, and rehearsing of solo and/or ensemble dances and dance routines which contain music or song.

Direction: — Use for person(s) having overall responsibility for interpreting meaning and expression during the production of a moving image material work. Use this term also for any person who helps the director realize the intentions of the script and producer. The extent of the director's involvement may depend upon the individual, the production company, the type of presentation, i.e., feature film TV series, documentary, etc., or the practices within the country concerned.

Editing: — Use for person(s) responsible, following the script and in creative cooperation with the director, for selecting, arranging, and assembling the scenes and/or footage into a coherent whole to achieve the desired effect. Also may control the synchronization of picture and sound and may supervise further technical processes.

Guest: — Use for person(s) invited to appear in the context of a visual image work, most often a television talk show. Guests normally appear as themselves, but may also appear as characters in short skits. When in doubt as to whether to apply this term or the related terms "Cast" and "Performer," prefer "Cast" or "Performer."

Host: — Use for a person who performs as a master of ceremonies maintaining overall control of the on-camera performances of guests. May also preside over discussions for the purpose of ensuring a fair representation of each participant's point of view.

Music: — Any person(s) responsible for the musical score or music track accompanying a moving image work. This includes the composition of the musical score and or lyrics, the selection of the works to be performed, the arrangement of the composition, its orchestration, the adaptation of the music track to the picture, and unseen conductors or musicians.

Narration: — Use for the speaker presenting an informative or explanatory account accompanying a production, supplying the audience with objective descriptions of an act, occurrence, or course of events, often off-camera. Use for the speaker who relates information in a production directly rather than through a character's dialogue; often employed in documentary-type productions. Use for commentary or commentator, announcer, etc.

BEST COPY AVAILABLE

Performer: Use for performing artists who do not portray characters as required by a script, as do cast members playing roles, but rather who appear primarily as themselves, exhibiting their skills or talents. Includes comedians, dancers, singers, musicians, mimes, etc.

Production: Use for those having the ultimate administrative and financial responsibility for a moving image work. Use for the executive supervisor, clearly distinct from the director, who often secures money for the project, purchases the film script, hires the director, primary actors, and artists. May include assistant producer, associate producer, executive producer, casting director, or production manager.

Production design: Use for person(s) responsible for the design, in cooperation with the director, of all sets and props, and oversight of realization of designs, structures, makeup, and costumes. Includes art director and assistant art director, set designer and decorator, props, costumes, and title design.

Reporter: Use for person(s) responsible for investigating newsworthy events or persons, and presenting an account, normally in narrative form, accompanied by visual images. Includes interviewer (unless "Host"), correspondent, newsperson. See also "Anchor."

Research: Use for person(s) involved in analytical and exhaustive investigation to determine and authenticate subject matter, objects, costumes, music, and events used in a production; also, in the case of compilation films or programs, those involved in investigating moving and still picture and sound archives to isolate appropriate segments of existing pictures and sound for inclusion into the compilation production.

Sound: Use for those involved in all aspects of voice and non-music aural effects comprising the track portion of a moving image work; covers equipment, production, recording, engineering, editing and mixing of sound; includes special sound effects not covered by special effects. For music, use "Music."

Special effects: Use for person(s) involved in the creation of action sequences and/or of apparent action or sound using photographic, mechanical, electric, optical, or electronic devices. Effects range from simple optical effects to elaborate explosions, miniatures, computer-produced action, sets, or props. The terms also includes stunt arranging, fight arranging, flying sequences, stunt men, etc. For special sound effects, use "Sound." For animated effects, use "Animation."

Voice: Use for person(s) supplying a voice for a character appearing in a production, especially an animated production, but not appearing before the camera. For ventriloquist, use "Performer." For voice-over narrator, use "Narration."

BEST COPY AVAILABLE

Writing: Use for person(s) involved in creating the script or scenario, the basis for which may or may not be his or her own work. Includes screenplay or teleplay writer, author, scriptwriter, adapter, commentary or narration writer, playwright, creator of idea or concept, etc.

ROMANIZATION TABLES

As stated in Cataloging Service Bulletin, no. 3 (winter 1979), p. 3, the Devanagari script as used in Rajastani and Maithili is romanized according to the table for Hindi. These two languages use one non-Hindi letter, which is found in the Devanagari of Marathi: the letter romanized according to the Marathi table as "ḷa." When romanizing this letter in Rajastani or Maithili, also use "ḷa" as the roman equivalency.

LINKED SYSTEMS PROJECT UPDATE

Distribution of authority records from the Library of Congress to the Research Libraries Group (RLG) across the telecommunications link between the computers at each site is now taking place. This distribution activity is the first phase of the Linked Systems Project (LSP) authorities implementation. Distribution commenced this fall and the RLG copy of the LC name authority file is now current within 24 hours. RLG plans to bring up contribution and intersystem search in early 1986.

The other two sites planning to implement LSP are OCLC and the Western Library Network (WLN). OCLC plans to bring up distribution and contribution simultaneously in early 1986. Intersystem search will follow. All components are scheduled for early 1986. WLN plans to bring up contribution, distribution, and intersystem search in 1987.

BEST COPY AVAILABLE

SUBJECT HEADINGS OF CURRENT INTEREST

Third Quarter, 1985

Afro-American slaveholders (Indirect)
Banned persons (South Africa)
Drought relief (Indirect)
Gene therapy (Indirect)
Kosher food (Indirect)
Magnet schools (Indirec)
Monkeys as aids for the handicapped (Indirect)
Organ donors (Indirect)
Peer counseling (Indirect)
Research parks (Indirect)
Sweepstakes (Indirect)

Fourth Quarter, 1985

Anti-apartheid movements (Indirect)
Apartheid (Indirect)
Bhopal Union Carbide Plant Disaster, Bhopal, India, 1984
Child care services (Indirect)
Children of interracial marriage (Indirect)
Family day care (Indirect)
Heisman Trophy
Issues management (Indirect)
Public history (Indirect)
Sanctuary movement (Indirect)
Stealth aircraft (Indirect)
Wives--Effect of husband's retirement on

BEST COPY AVAILABLE

SUBJECT AUTHORITY PRODUCTS

During 1985 a major research study was conducted by the Cataloging Distribution Service and the Subject Cataloging Divsion of its subject authority products. As an outcome of the online availability of subject authorities at the Library of Congress and the research study, the subject authorities products for 1986 were revised to include

An initial subject authorities tape distribution
A weekly tape distribution service
A fully cumulated annual edtion in paper
Quarterly cumulative microfiche editions
A monthly update service in paper format (weekly lists)

The MARC Distribution Service—Subject Authorities was described in Cataloging Service bulletin, no. 29; the print publications are described below. All publications are available from Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

Library of Congress Subject Headings, 10th edition (LCSH 10). LCSH 10 will be available in the spring of 1986 and will contain headings established and applied by the Library of Congress through December 1984. This edition will be supplemented by the 1985 annual supplement which will cover headings created or changed through 1985. This will be the last of the annual paper supplements.

Library of Congress Subject Headings in Microform. This publication cumulates subject headings to the most recent quarter of the current year in 48x microfiche. There is a separate fiche for children's subject headings. The microform version of LCSH allows users to determine which headings and references are currently authorized. It provides the equivalent of a new edition of LCSH each quarter.

The subscription to the 1985 microfiche is $70.00 (domestic) and $75.00 (foreign). The subscription to the 1986 microfiche is $70 (domestic) and $75 (foreign).

LC Subject Headings Weekly Lists. This consists of the most timely source of new, changed, and cancelled subject headings and references. Each monthly issue contains several weekly lists that have been reviewed and approved by the Subject Cataloging Division. The 1986 subscription is $100.00

The annual paper supplements to Library of Congress Subject Headings will no longer be produced after the 1985 annual issue. A regular feature of the quarterly cumulative printed supplements had been a selective listing of significant changes that had been made in LC subject headings during the previous quarter. Beginning in the Spring 1986 issue, this information will appear instead, in slightly different form, in Cataloging Service Bulletin. Appearing under the title Revised LC Subject Headings, this new section will provide a complete listing of each instance in which the form of a heading is being replaced by a new form of the heading. Each entry will consist of the obsolete form and its replacement form.

BEST COPY AVAILABLE

REVISED EDITION OF SUBJECT CATALOGING MANUAL: SUBJECT HEADINGS

A revised edition of the Subject Cataloging Manual: Subject Headings, prepared by the Subject Cataloging Division, has just been published. Like the preliminary edition that was published in 1984, the revised edition is in loose-leaf form and consists of individual instruction sheets, each on a specific topic, describing the procedures followed by LC subject catalogers in establishing new subject headings and in assigning subject headings to library materials. Because so large a number of pages in the preliminary edition have been thoroughly revised and because more than 150 pages of new material have been added, it was decided to issue this new edition rather than a package of updated to the preliminary edition.

The revised edition contains approximately 600 pages (about one third larger than the preliminary edition) and includes about 200 separate instruction sheets. Major revisions reflect the implementation of the Subject Cataloging Division's new policies for the creation of see also references (H 370), and the discontinuation of the so-called "city flip" (H 832). Significant new material includes list of subdivisions that may be used under names of individual persons (H 1110), corporate bodies (H 1105), families (H 1597), and military services (H 1159). The two separate lists of subdivisions used under cities (H 1135) and under regions or countries (H 1145) have been replaced by a single consolidated list of subdivisions used under place names (H 1140). Other major new topics include composers (H 1438), manuscripts (H 1855), parks, reserves, and national monuments (H 1925), railroads (H 1970), streets and roads (H 2098), strikes and lockouts (H 2100), and the assignment of parallel vernacular subject headings in RLIN CJK cataloging (H 182).

The revised edition of Subject Cataloging Manual: Subject Headings, priced at $30.00, is available from Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

INDEX TO CATALOGING SERVICE BULLETIN

The Index to the Cataloging Service Bulletin no. 1-28, by Joan Dible, will be available at the end of this year from Stanford University Libraries, Publication Sales Office, Green Library, Stanford, California 94305. The index is three-hole punched, loose-leaf for ease in inserting or removing from a binder. It may be ordered with a cover. The price is $15.00 and includes postage and handling. California residents please add seven percent sales tax. Standing orders will be filled as soon as the index is ready.

CONSER MICROFICHE SUPPLEMENT FOR 1984

The CONSER microfiche supplment for 1984 in 48x reduction is now available. It includes serial records added to the CONSER (CONversion of SERials) data base and authenticated either by the Library of Congress, the National Library of Canada, or the National Serials Data Program. These records adhere to both the first and second editions of the Anglo-American Cataloguing Rules, with a special "AA2" flag marking those records that fully conform to AACR 2 in both bibliographic description and headings.

Five indexes are included (author/title/series, ISSN, LC card number, Canadiana serial number, and OCLC control number). These indexes refer the user to a base register of bibliographic records arranged sequentially. Locations and holdings notations are not included.

BEST COPY AVAILABLE

The 1975-78 base register with 1979 through 1984 supplements and the 1975-1984 cumulative indexes are available at the total cost of $133.00. The 1984 supplement and 1975-84 cumulative indexes are available for $72.00. CONSER Microfiche is distributed in the United States by the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541. Orders and inquiries originating from outside the United States should be sent to Candiana Editorial Division, Cataloging Branch, National Library of Canada, 395 Wellington Street, Ottawa, Ontario K1A ON4, Canada.

Questions and comments regarding the sale and distribution of CONSER Microfiche should be directed to Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

NEW NETWORK PLANNING PAPER

The Library of Congress Network Advisory Committee: Its First Decade, Number 11 in the series of Network Planning Papers and prepared by Lenore S. Maruyama of Maruyama Associates, Inc., for the Library's Network Development and MARC Standards Office is now available. The paper is a chronicle of the major issues, events, individuals, and contributions of the Network Advisory Committee's (NAC) first ten years.

A primary goal of the history is to document an "institutional memory" for the committee, not only for its new members but for the entire library and information services community. Lessons learned in the past by the advisory committee can be instructive as the attempt is made to cope with the problems of the present and to plan for the future. The history details the development of the NAC from 1975 to the present and traces its historical involvement in such library networking issues as network architecture, message delivery systems, communication protocols, ownership and distribution of bibliographic data, network governance, resource sharing, document delivery, telecommunications, and others. The overall effectiveness of NAC as a catalyst to the development of a nationwide library network is discussed.

The Library of Congress Network Advisory Committee: Its First Decade (ISBN 0-8444-0511-6) (48 pages) can be obtained for $7.50 a copy from the Customer Services Section, Cataloging Distribution Services, Washington, D.C. 20541. Other reports in the series include:

No. 1 Butler, Brett. A Nationwide Location Data Base and Service. (Washington, Library of Congress, 1978). 66 pages.

No. 2 Dataflow Systems. A Glossary for Library Networking. (Washington, Library of Congress, 1978). 34 pages.

No. 3 Buchinski, Edwin J. Initial Considerations for a Nationwide Data Base. (Washington, Library of Congress, 1978). 56 pages.

No. 4 Network Technical Architecture Group. Message Delivery System for the National Library and Information Service Network: General Requirements. (Washington, Library of Congress, 1978). 35 pages.

No. 5 Long, Philip L. Study of Message Text Formats: Bibliographic Search Queries. (Washington, Library of Congress, 1979). 28 pages.

No. 6 Vondran, Raymond F. National Union Catalog Experience: Implications for Network Planning. (Washington, Library of Congress, 1980). 51 pages.

BEST COPY AVAILABLE

No. 7 Document Delivery--Background Papers Commissioned by the Network Advisory Committee. (Washington, Library of Congress, 1982) various pagings.

No. 8 Public/Private Sector Interactions: The Implications for Networking (Washington, Library of Congress, 1973). 48 pages.

No. 9 Electronic Information Delivery Systems: Proceedings of the Library of Congress Network Advisory Committee Meeting, April 18-20, 1984. (Washington, Library of Congress, 1984). 79 pages.

No. 10 The Information Economy in the U.S.: Its Effect on Libraries and Library Network: Proceedings of the Library of Congress Network Advisory Committee Meeting, November 14-16, 1984. (Washington, Library of Congress, 1985). 59 pages.

Available from the Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

MARC DISTRIBUTION SERVICE--VISUAL MATERIALS

In March 1985, it was announced that the Library of Congress anticipated implementation of the new Visual Materials format, as documented in the MARC Formats for Bibliographic Data, update no. 10, and that the interruption in the distribution service necessitated by the establishment of new systems and procedures would occur in December 1985 and not exceed eight weeks.

MARC Distribution Service--Visual Materials, issue no. 8, will be the last scheduled tape issued for volume 14. It should also be noted that one unscheduled tape will be distributed to all visual materials and complete subscribers. This supplement, the reconciliation tape, will result from LC's conversion to the visual materials format and will contain previously undistributed records, as well as some deleted records. The deleted records will be in the films format, while new records will be in the visual materials format. This tape, volume 14, issue no. 9, will be the last tape for the 1985 subscription year.

For additional information, please direct all inquiries to Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6171.

☆U.S. GOVERNMENT PRINTING OFFICE: 1986—491-564/20001

BEST COPY AVAILABLE